

Clonduff GAA Club Committee/Subcommittee Remits 2012/2013



Three main officers are ex-officio members of all committees and sub committees and must be informed about all such meetings taking place

Executive Officers Chair Committees

Committee may establish Sub Committees with own Chair but all report back to Executive Officer

Club Membership and Trustees

Dermot O'Hagan Monitor 5-year Plan

Chairperson
Brendan Murray

Secretary/Desig Of
Anita Brannigan

Treasurer
Lorraine Bloomfield

Vice Chair
Martin Farnon

Social Club – Martin Farnon

Overall running of clubrooms

Overseeing all events in clubrooms including opening and closing

Responsible for:

- Maintaining Diary
- Bar Stock (Lorraine)
- Bar Sales
- Bar Staff Rota
- Organising Stock Take
- Cleaning Rota (upstairs)
- Removal of unused foodstuff from club premises
- Maintaining register/log of items borrowed from clubrooms
- Organising float (including Gate Float)
- Depositing takings in Post Office asap
- Arrange tea/sandwiches rota for after senior games in all codes
- Stock-take of Kitchen Equipment, Cutlery, Delph
 - Price New Acquisitions (with Club logo)
- Investigate, Price, Suggest Funding Ideas for:
 - Improvements to and overhaul of Kitchen
 - Overall décor

Liaise with all other sub committees

Forward Planning and Development – Dermot O'Hagan + 3 Other

- Investigate Funding Streams for physical development of proposed:
 - Enhancement of existing dressing rooms dedicated for females
 - Entrance & Driveway
 - New Entrance & Driveway to 4th field
 - Community Multi-purpose Building
 - Development of 4th field
 - General campus enhancement

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Assistant Secretary
Marie Milligan

- Meeting & Liaising with Board Members and all Other Interested Parties
- All Official Correspondence with Boards, Councils, Other Clubs, Other Bodies
- Player Transfers to/from Club
- Daily Correspondence/Email Management
- Report Production and Recording
- Meetings Management
 - Recording Minutes
 - Notification of Meetings
 - Distribution of Minutes of Previous Meeting
 - Room setup
 - AGM
- Volunteer Resources Management
- IT Support
 - Member Registration System
 - Team Registrations & Affiliations
 - Challenge Games
 - Course Bookings
- Subcommittee Support
 - Template for Recording Meetings
- Annual & Monthly Calendar of Fixtures
- Co-ordinating Monthly Activity Schedule
- Updating Website
- Liaising with PRO re Weekly Notes & Games Reporting
- Liaising with PRO re Social Media 'feeds' for games and other events
- Licence Applications
- Visits & Visitors
- Co-ordinating Club Maith Portfolio

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Assistant Treasurer
Padraig Matthews

Accounts

- Annual Accounts
- Monthly Financial Reports
- Accounts Payable
- Invoicing
- Income Management
- Ordering Procedures
- Bank Liaison
- VAT Returns

Finance and Fundraising

- Set Budgets and Financial Targets
- Grant Identification
- Funding Applications
- Organise Fundraising activities / events in conjunctions with other Subcommittees
- Increase Membership of CCSS
- Liaise with all Committees and Subcommittees
- Develop Special Relationship with Social Club, Community Engagement, Games Support Officers
- Liaise with Friends of Clonduff
- Club Gear / Merchandise
 - Orders, Ordering, Sales

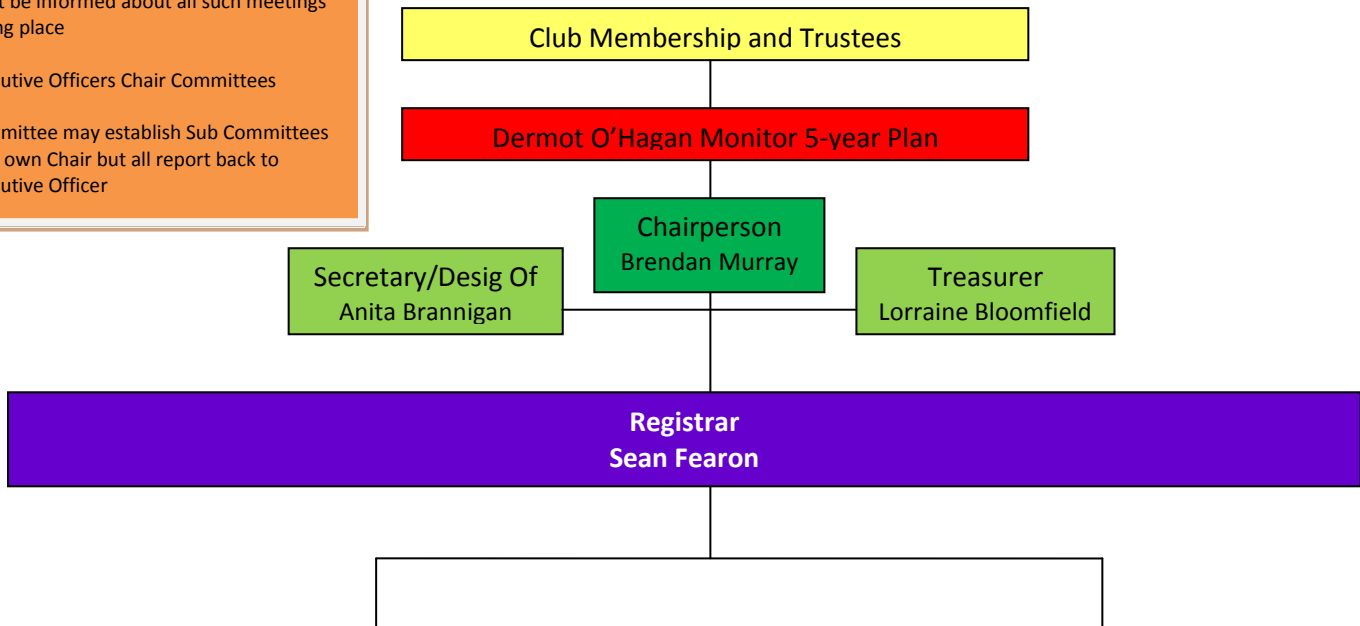
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Membership and Registration Promotional Events

- Player Registrations - Players made aware they cannot train without becoming fully-paid member
 - Registrar attends Player Meeting Prior to commencing training
 - For those joining late, Fee is paid to member of Management team who liaises with Registrar
- Juvenile Registration Night
 - Follow-up with Juvenile Mentors - Official Team Sheets created from those Officially Registered
- Adult Non-Playing Registration Sessions (week-day and/or after-Mass)
- Distribution of Official Membership Cards (2/3 years)
- Adult & Juvenile Registration Form
 - All Juveniles complete Registration Form
 - New, Returning or Inward Transferring Adults required to complete Registration Form
- Annual Fee Collection - 3 Levels - Juvenile, Student/Non-playing Member, Players - All players, except Adult Handball, pay same Registration Fee regardless of Code they play (Handball Affiliation Fee considerably less)
- Team Registration & Affiliations
- Liaise with IT Support re Online Registrations
- Assist with Organisation of Parent/School Events

- Liaise with Insurance Officer – Alistair McGilligan – re Player Injury Schemes

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PRO
Francis Quinn

Keep Clonduff GAA Club in the Public Eye

- Regular Reporting on
 - Games
 - Fixtures
 - Events
 - Fundraisers
- Press Releases
- Press Liaison
- Publicity Management
 - Annual Exhibition – source premises
 - Historical Articles
- Match programmes for home games
 - Teams
 - Sponsorship
 - Adverts
- Pitchside Adverts & Signage
- Re-establish History Subcommittee

Social Media

- Website Design & Maintenance
- Regular 'Traffic'
- Organise Instant Reporting of All Adult Games via Facebook and Twitter
- Regular updates to YouTube
- Monitoring Social Media

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Culture, Language & Community Engagement
Jimmie Cousins

Culture & Language

- Scór na nÓg & Scór Sinsir – Maura Quinn
- Club Cultural Events, eg St Patrick's Eve
- Liaising with Local Traditional Music School
- Liaising with Joe Farrell re Adult & Juvenile Set Dancing
- Liaising with Sheila Nolan re Irish Dancing Classes
- Liaising with County & Divisional Cultural Committees

- Irish Language – Plunkett McConville
- Winter Adult Language Classes
- Signage Around Club & Clubrooms
- Bursaries to Youth Members Attending Gaeltacht

Community Engagement & Social Initiative

- 'Reach Out'
- Plan and organise:
 - Indoor and outdoor activities to involve older members of the community
 - Activities to attract traditional non-members
- Liaise with Hilltown Pool League
 - Weekly Home & Away games
 - Annual Christmas Individual Cup Competition
- Re-establish Winter Sunday Pool League for Juveniles in Age Groups
- Re-establish Club Darts Team
- Liaise with Current Users:
 - Hillbillie Ramblers
 - Yoga
 - YogaKids
 - Hilltown Gateway Club
- Investigate re-establishment of Adult Saturday Night Dancing
- Investigate Indoor Bowling in Clubrooms

- Establish Amateur Dramatic Society
 - Source scripts, plays sketches, Novelty Acts (Scór)
 - Organise and Stage above – two per year

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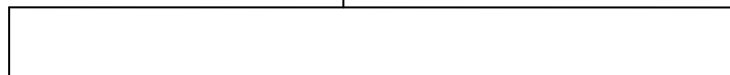
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Children & Welfare
Teresa Carr



- Child Protection
 - Training
 - Reporting
- Access NI
- Medical Support and First Aid for all teams
- Health & Safety of Juvenile and other Users
- Injury Reporting, Monitoring & Follow-up
- Parents Liaison
- Schools Liaison
- Juvenile Entertainment & Events
 - Juvenile Registration Night
 - Parents' Nights
 - Juvenile Discos
 - Annual Juvenile Awards Night

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Facilities Management
P J McGreevy

- Pitch Bookings and Monitoring
- Maintain playing surfaces
- General upkeep of Club complex
 - Dressing Rooms
 - Exterior of Club
 - Visitors Toilets
 - Driveways, Car Parks, Entrances
- Additional Parking & Stewarding for 'Big Games'
- Health & Safety Officer – Sean Milligan
- Pitch Equipment Procurement, Maintenance & Management
- Liaise with Games (Adult and Juvenile), Games Support and Health and Safety Officer
- Liaise with Planning & Development Officer (Dermot O'Hagan)

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Adult Games Development
Connor Donnan

Adult Football, Hurling, Ladies Football including Minor & U21

- Set up and Liaise with Subcommittees in Football, Hurling Ladies Football (4 members each)
- Recommend Management teams for Senior, Seconds, Thirds, Minor, U21 teams in all Codes
- Liaise between Management and main committee
- Provide suggestions for keeping players involved
- Together with Management Maintain log of equipment, kit, etc
 - What there is
 - Where it is
 - Further Requirements
- Ensure Weekly Report on Games furnished to PRO/Secretary
- Monthly report on progress of teams

Other Adult Games

- Liaise with Camogie Management
- Setup and Liaise with Handball Committee

Games Support

- Acquire/Appoint Umpires, Linesmen, Gate Collectors for home games in All Codes
- Appoint Umpires Linesmen for Away games in All Codes
- Appoint Gate Collectors for other games
- Help Organise 'Big game' stewards
- Recruit candidates with potential for Referee and Young Referee training in All Codes
- Liaise with Existing Club Referees in All Codes
 - Advise about seminars, training, physical and written tests
- Liaise with Health and Safety Officer
- Liaise with Facilities Management Committee

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Juvenile Games Development
Ross Carr

Juvenile Football, Hurling, Ladies Football, Handball

- Set up & Liaise with Subcommittees for Juvenile Football, Hurling, Ladies Football, Handball U6 to U16
- Recommend Management teams
- Draw up & Monitor Progressive Coaching Plan from U-8 to U16 including Ladies Football from U10
 - Girls below U10 integrate with boys
- Ensure coaches have been 'vetted' (Access NI) or referred to Children's Officer
- Ensure at least one qualified coach with each team
- Encourage progress in coaching qualifications (CPD)
- Ensure qualified First Aider / Deliberator user in each management team
- Ensure coaches acquire contact nos for all children
- Ensure coaches know about illnesses / learning difficulties
 - Ensure Confidentiality
- Maintain registers
 - Training
 - Games to ensure that all players get game time
 - Keep Youngsters involved
- Liaise between Management and main committee
- Together with Management Maintain log of equipment, kit, etc
 - What there is
 - Where it is
 - Further Requirements
- Organise Juvenile Tournaments in Football, Hurling, Ladies Football, Handball
- Agree criteria & Recipients for end of year awards
- Investigate possibility of Club Exchange visits
- Ensure Weekly Report on Games furnished to PRO/Secretary
- Monthly report on progress of teams
- Establish and Maintain Liaison with Juvenile Camogie Mentors
 - Assist with Juvenile Camogie Blitzes
- Establish & Maintain links with Schools, Colleges, Development Squads, Parents

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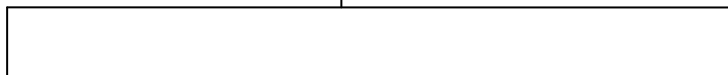
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County Board Representatives
Tommy Kelly



- Attend County Board Meetings (own Code - Football)
- Report Back
- Chair Meeting with Co Board Representatives in ALL CODES
- Ensure All Codes in Club are Represented on own County Boards
 - Hurling
 - Ladies Football
 - Handball
 - Camogie
- Liaise with Co Board & Divisional Representatives in All Codes
- Report to & Back From All County Board Representatives

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Players' Representative
John McPolin

- Chair Regular Meetings with Representatives of All Codes
 - Football
 - Hurling
 - Ladies Football
 - Handball
 - /;Camogie
- Liaise with Executive on behalf of ALL PLAYERS
- Report to & back from ALL PLAYER Representatives