



# Club Manual

## Other Club Officer Roles

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GAA



## Other Club Officer Roles

This section describes the roles of various officers in the Club. While the Club Chairman, Secretary, Treasurer and PRO are considered the main officers of the Executive, many others play a key role in the day to day running of the Club. It is recommended that each person on the Club Executive should play a specific role in the Club and the officer role descriptions outlined here may help with this aim. A number of the officer roles outlined in this chapter are required by rule, while others are recommended.

## 1: Coaching and Games Officer

**The main role of the Coaching and Games Officer is to promote best practice in coaching and games development in the Club, helping to ensure that there is a regular programme of games for all players. This is one of the most important officer roles in the Club and each Club should appoint a suitable person to the position. The coaching and games officer should work closely with the Club Chairman and the Club Executive to help put in place the best possible coaching and games development structures for the Club.**

The coaching and games officer should ensure that Go-Games are adopted as best practice in the Club, that a Cul Camp is organised each summer and that a regular programme of games is provided for child and youth players by participating in internal blitzes and blitzes with other clubs etc.

He/she should ensure that all Club coaches have received the appropriate GAA Coach Education training and that Club coaches use all available resources, including the GAA Fun-Do coach education pack. For more information on all aspects of coaching and games activity, consult the games development section of this manual and the Games Development section of the GAA website, [www.gaa.ie](http://www.gaa.ie)





## 2: Club/School Link 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 in order 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 Ú-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.

For more information on the Club/school link, consult the games development section of this manual and the Games Development section of the GAA website, [www.gaa.ie](http://www.gaa.ie)

### 3: Club Registrar

**Each Club is required to have a Registrar on the Club Executive, in accordance with rule 7.2 of the Club constitution. 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 in accordance with rule 2.2 and 2.3 of the Official Guide.**

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. Each Club Registrar is provided with a password to this system and therefore the Club Registrar needs access to broadband internet and have reasonable PC skills. For more on this consult the section on 'membership and registration'.

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## 4: The Club Children's Officer

**The Club Children's Officer is a senior position of responsibility within each Club and careful consideration should be given when electing or selecting a person to fulfil this role. This position is compulsory in the Club.**

Formerly known as the Youth Officer, the title of this post is being amended to reflect the legal status of a child in Ireland. The adopted definition by the GAA of a child is any person under the age of 18 years, excluding a person who is not or has not been married.

The Children's Officer shall 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 or their parents and the Club. The person chosen for this role shall have the confidence of parents, mentors and children alike as somebody that can represent the views of others and ensure that the Club acknowledges and delivers upon their responsibilities at all times.

The Club Children's Officer shall be a person of high integrity, shall have good communicative skills and shall have knowledge as to how the Club can ensure the rights of young people are respected and maintained. It is the responsibility of the Children's Officer to regularly report to their Club Executive or Management Committee on how Club policy and procedures and the participation of young people in the Club may be impacting on the welfare and safeguarding of under age players and their coaches/mentors.

### The Club Children's Officer should;

- 1: Ensure, in as far as possible, that all Players, Coaches/Team mentors, Parents/Guardians, Officials and spectators adhere to the GAA Code of Best Practice for Youth Sport.
- 2: Assist with organising the delivery of the Code of Ethics (ISC/SportNI) training within the Club and other appropriate training in consultation with the Club's Designated Person (see next page).

- 3: Distribute copies of the GAA Joint Code of Behaviour at Club level and ensure that all mentors in particular sign and abide by the Code.
- 4: Influence policy and practice within the Club in order to prioritise children's and young people's needs.

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).

For further and more detailed information on this role within the Club, consult the Child Welfare section of the GAA website, [www.gaa.ie](http://www.gaa.ie)

## 5: The Role of the Club Designated Person

**All Clubs must appoint a Designated Person who on behalf of the Club shall be responsible for dealing with any concerns relating to the possible abuse of children. This is a compulsory position in the Club. Each County is also required to appoint a County Designated Person. If deemed appropriate, Provincial Councils may also appoint a Designated Person, who shall assist and advise Club and County Designated Persons on their roles.**

Designated Persons must have the ability to approach child welfare and protection matters in a sensible, balanced, facilitative and non threatening manner and should be aware of the responsibilities that they are required to fulfil on behalf of their Club/County and the GAA.

The person chosen must be fully aware as to how allegations of abuse referred by them are subsequently dealt with by statutory agencies and authorities within their jurisdiction and how reports to the GAA National Designated Person are processed.

It is the County Designated Person who shall in most instances report allegations of abuse to statutory authorities on behalf of Clubs in their County, having discussed such decisions with the relevant Club Designated Person. The reporting of allegations of abuse may also be made by the National Designated Person on behalf of the GAA.

It is important to note that the Designated Person does not have a counselling or therapeutic role or a responsibility for investigating or validating child protection concerns within their Club or County.

Investigations of alleged abuse are carried out by the relevant Statutory Authorities, as outlined in 'Children First' and 'Our Duty to Care' or by specially appointed trained personnel in counselling, psychological and child therapeutic services. Further review and consideration of any allegations of abuse within the GAA structures may be carried out as deemed necessary by the appropriate body or persons in the GAA appointed for such purposes, including the National Child Welfare and Protection Committee.

For further and more detailed information on this role in the Club, consult the Child Welfare section of the GAA website, [www.gaa.ie](http://www.gaa.ie)

## 6: Irish Language and Culture 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 clubs 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.

For more information on this see the chapter on 'Culture and Heritage in the GAA'.







## 7: ASAP Officer

The main role of the ASAP officer is to implement the GAA's Alcohol and Substance Abuse Programme. This involves developing an alcohol and substance abuse policy for the Club and organising drug and alcohol education nights. For more on this programme and to view the various resources available, visit the ASAP website [www.asap.gaa.ie](http://www.asap.gaa.ie) and see the ASAP Section of the Club Manual.

“The aim of the ASAP Programme is to reduce the harm caused by alcohol and other drugs.”

## 8: Club Development Officer

“The Development Officer should seek ways to improve the general organisation, structure and efficiency of the Club unit.”

**The work of the County Development Committee will be more effective if there is liaison with each Club through a person appointed to look after development in the Club.**

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 Chairman plays a key role in initiating the development of a Club plan, a development officer will assist greatly in its implementation.

The 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.

## 9: Vice-Chairperson, Vice Secretary and Vice-Treasurer

Each Club is required to have a vice-chairperson on the Club Executive, in accordance with rule 7.2 of the Club constitution. A Club may also elect a vice-Secretary and a vice-Treasurer, who would also sit on the Club Executive. The role of these officers is to assist the main officer in carrying out their role in the Club. The vice-chairperson will preside as chairperson of Club meetings in the event of the chairperson being unable to attend.

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