

Cumann Chluain Daimh Sub Committee 2018 Remits



Record of meetings kept and submitted at next Main Committee Meeting

Sub committees do not exist in isolation - All sub committees will need to liaise and work with each other on a regular basis (apart from the ones specified)

Safeguarding (Teresa Carr)

Child Protection Awareness Courses

Training

Reporting

AccessNI – Coaches, Helpers, Administrators, Feile Host Families

Medical Support and First Aid for all Teams

Injury Reports, Monitoring and Follow-UP

Parents Liaison

Schools Liaison

Juvenile Events

Registration

Discos

Annual Awards

Annual Camps

Healthy Club (Attracta Brown)

Liaise with all other sub committees re physical, mental and emotional well-being of all the members

Drugs, Alcohol, Smoking

Mental and Emotional Wellness through RESPECT Initiative

Responsible

Encouraging

Supporting

Positive

Enabling

Considerate

Tolerant

First Aid, Cardiac and Injury

Nutrition

Obesity, Heart Health, Diabetes

Cancer Prevention

Organise relevant Information Sessions, Courses, Workshops

Adult and Juvenile Games Sub Committees – combined 2018 – Both reports submitted at Monthly Executive Meeting

Adult Football (Brendan Murray)

Recommend Management teams for Senior, Seconds, Thirds, Minor, U21 teams

Liaise between Management and main committee

Liaise between Players and main committee

Provide suggestions for keeping people involved

Together with Management Maintain log of equipment, kit, etc

What there is, where it is

Games Support

Acquire Umpires, Linesmen, Gate Collectors for home games

Appoint Umpires Linesmen, Gate Collectors for home games



Appoint Gate Collectors for other games
Organise 'Big game' stewards
Liaise with Club referees
 Advise about seminars, training, physical and written tests
Recruit candidates with potential for referee training
Liaise with Health and Safety Officer
Liaise with Field sub committee

Dalsey Mooney Tournament
Monthly report on progress of teams

Juvenile Games Development – all meet same night

Juvenile Football (Paul McConville)

Recommend Management teams
Draw up progressive coaching plan from U-8 to U16 including girls up to U10
Monitor coaching plan
Ensure coaches have been 'vetted' (Police Check)
Ensure at least one qualified coach with each team
Encourage progress in coaching qualifications
Ensure qualified First Aider / Deliberator user in each management team
Ensure coaches acquire contact nos for all children
Ensure coaches who know about illnesses / learning difficulties keep it confidential
Maintain register of those attending training
Maintain register of players in games to ensure that all players get game time
Liaise between Management and main committee
Provide suggestions for keeping people involved
Together with Management Maintain log of equipment, kit, etc
 What there is, where it is
Organise U10 Football Tournament
Agree criteria for end of year awards
Agree recipients of end of year awards and give names to Teresa
Investigate possibility of Club Exchange visits
Monthly report on progress of teams
Overall responsibility for Club Youth Tournaments, Camps
Assist with coordinating local Feile hosting, fund raising and events

Camogie (Karen Haughey)

Recommend Management teams
Draw up progressive coaching plan from U-12 to U16
Monitor coaching plan
Ensure coaches have been 'vetted' (Police Check)
Ensure at least one qualified coach with each team
Encourage progress in coaching qualifications
Ensure qualified First Aider / Deliberator user in each management team
Ensure coaches acquire contact nos for all children
Ensure coaches who know about illnesses / learning difficulties keep it confidential
Maintain register of those attending training
Maintain register of players in games to ensure that all players get game time
Liaise between Management and main committee
Provide suggestions for keeping females involved
Together with Management Maintain log of equipment, kit, etc
 What there is, where it is
Agree criteria for end of year awards
Agree recipients of end of year awards



Monthly report on progress of teams

Adult Hurling (John Murphy)

Recommend Management team
Liaise between Management and main committee
Liaise between Players and main committee
Provide suggestions for keeping people involved
Together with Management Maintain log of equipment, kit, etc
 What there is, where it is
Monthly report on progress of teams
Liaise with Juvenile Hurling Managements

Juvenile Hurling (Shane Quinn)

Recommend Management teams
Draw up progressive coaching plan from U-10 to U16
Monitor coaching plan
Ensure coaches have been 'vetted' (Police Check)
Ensure at least one qualified coach with each team
Encourage progress in coaching qualifications
Ensure qualified First Aider / Deliberator user in each management team
Ensure coaches acquire contact nos for all children
Ensure coaches who know about illnesses / learning difficulties keep it confidential
Maintain register of those attending training
Maintain register of players in games to ensure that all players get game time
Liaise between Management and main committee
Provide suggestions for keeping people involved
Together with Management Maintain log of equipment, kit, etc
 What there is, where it is
Agree criteria for end of year awards
Agree recipients of end of year awards
Investigate possibility of Club Exchange visits
Monthly report on progress of teams

Ladies (Niall Rafferty)

Recommend Management teams
Liaise between Management and main committee
Liaise between Players and main committee
Provide suggestions for keeping people involved
Together with Management Maintain log of equipment, kit, etc
 What there is, where it is
Monitor coaching plan
Ensure coaches have been 'vetted' (Police Check)
Ensure at least one qualified coach with each team
Encourage progress in coaching qualifications
Ensure qualified First Aider / Deliberator user in each management team
Ensure coaches acquire contact nos for all children
Ensure coaches who know about illnesses / learning difficulties keep it confidential
Maintain register of those attending training
Maintain register of players in games to ensure that all players get game time
Liaise between Management and main committee
Provide suggestions for keeping females involved
Together with Management Maintain log of equipment, kit, etc
 What there is, where it is



Agree criteria for end of year awards
Agree recipients of end of year awards
Monthly report on progress of teams

Handball (Paul Shields)

Oversee Handball in Club
Widen participation particularly among females

Development (Aidan Brown)

Health & Safety Audit
Inspect Fencing and Safety Barrier
Oversee Outdoor events
Liaise with Grants Officer – Jimmie Cousins
Oversee Physical Development Proposals
In conjunction with Field Sub Committee, source Maintenance Providers

Field (P J McGreevy)

Liaise with Secretary and PRO re Pitch Bookings
Liaise with Development Officer
Maintain playing surfaces
General upkeep of Field complex
 Dressing Rooms
 Exterior of Club
 Visitors Toilets
 Driveway, Car Parks, Entrances
Pitch Equipment Procurement, Maintenance and Management
In conjunction with Development Sub Committee, source Maintenance Providers
Liaise with Games (Adult and Juvenile), Games Support and Health and Safety Officer

Culture, Language & Community (Thomas Murnin)

Overall responsibility for Scór na nÓg and Scór Sinsir
Liaise with other Cultural, Language, Arts and Drama Groups in Parish
Liaise with local Fleadh Committee
Attempt to establish local traditional music group (Ceoltás?)
Easter Entertainment
Summer Fun Day
Halloween Activities
Liaise with Social Initiative Officer Marie Milligan
'Reach Out' Activities to attract traditional non-members
Liaise with Current Users
 Hillbillie Ramblers
 Monthly Quiz Night
 Pool
Investigate Other Activities eg Indoor Bowls, Skittles, Darts
Plan and organise: Indoor and outdoor activities to involve older members of the community

Social (Dermot Fitzpatrick)

Overall running of clubrooms
Overseeing all events in clubrooms including opening and closing
Responsible for:
 Maintaining Diary
 Bar Stock
 Bar Sales



- Bar Staff Rota
- Organising Stock Take
- Cleaning Rota
- Removal of unused foodstuff away from club premises
- Maintaining register/log of items borrowed from clubrooms
- Organising float (including Gate Float)
- Depositing takings in Post Office first thing next morning
- Arrange tea/sandwiches rota for after senior games in all codes

Suggestions for:

- Improvements to and maintenance of clubrooms
- Overall décor

Overall Fire & other Safety Arrangements

Liaise with all other sub committees

Public Relations (Ciara Kelly)

Liaise with all other sub committees

Keep Clonduff GAC in the Public Eye

Club App

Fixtures & Pitch Schedule

Regular Facebook, Twitter updates

Weekly Club Notes to local newspapers

Match programmes for home games

- Teams

- Sponsorship

- Adverts

Finance, Fundraising and Friends of Clonduff (FFF) (Daniel McPolin/Jamie Fegan)

Liaise with Friends of Clonduff re Weekly Lotto, Pitch Adverts, Fundraising – Oscars 2018

Down Clubs Draw Tickets

Budgets and Financial Targets

Liaise with Social, Social Initiative, Games and all other sub committees

Assist with Fundraising for Feile

Increase the number of members of CCSS

Monthly & Annual Accounts

Income Management

Ordering Procedures – Social Club, Club Shop

VAT Returns

Funding Applications

Administration (Anita Brannigan/Niamh Murray)

Meeting & Liaising with Board Members and all Other Interested Parties

All Official Correspondence with Boards, Councils, Other Clubs, Solicitor, Banks, 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 Set up



AGM Procedures
Volunteer Resource Management
IT Support
Membership Registration System
Team Registrations & Affiliations
Notifying Challenge Games to relevant Boards
Arranging/Booking Courses for Coaches and Administrators
Website management
Licence Applications
Visitors & Visits
Coordinating Club Maith / Club Mark Portfolio

Registrar

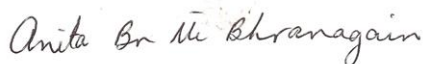
Player and non-player Registrations for adults and juveniles
Players made aware they cannot train without becoming fully paid member (Insurance)
Attend pre-season meeting
Juvenile and Adult Registration sessions
Liaise with Assistant Treasurer re Club Down Tickets which include membership
Liaise with IT Support re online registrations
Liaise with Insurance Office re Player Injury Schemes
Assist with Organisation of Parent/School Events

Signed:
Cathairleach



Date: 06/03/2018

Signed:
Runai



Date: 06/03/2018

