



Cumann Lúthchleas Gael  
**CUMANN CHLUAIN DAIMH**  
Clonduff Gaelic Athletic Club  
*Affiliated since 1887*



## **Remits/Responsibilities of Clonduff Executive Committee and Sub Committees**

### **Executive Committee**

- Clonduff Executive Committee is the controlling body of all the business and affairs of the Club
  - It will operate from one AGM to the next
  - Prepare for the AGM to be held before the end of November each year
  - Adopt an agreed Organisational Structure after the AGM
- Will ensure that the Club Constitution and Rules are implemented in accordance with the rules of the Gaelic Athletic Association.
- Is responsible for the establishment, implementation and updating of Club Policies and Procedures
  - Be familiar with the content of such Policies and Procedures
  - Have the power to propose/recommend changes to such Policies and Procedures if deemed in the best interest of the club
- Has the right to appoint sub-committees as deemed necessary
  - Appointing members to such sub-committees
  - Defining the Roles of such sub-committees
- Will complete the Child Safeguarding Risk Assessment annually and adopt the Child Safeguarding Statement.
- Will oversee the
  - Development, Implementation and Monitoring of the New 5-Year Development Plan
  - The Renewal of the Club Maith Platinum Accreditation
  - Completion of Compás
- Will have ultimate responsibility for the management of all Club assets and activities.
  - Deciding on all applications for membership.
  - Dealing with matters of discipline within the club.
  - Ensuring that club property is vested in the GAA and that new Trustees are appointed when necessary.
  - Approve annual budgets for various club activities.
  - Arrange for Certified Annual Financial Statements for the Club
  - Approve, monitor and encourage implementation of Club Development Plan
- The Executive Committee members will participate the relevant Officer Training Courses provided by Down County Boards and Ulster GAA

### **Sub-Committees**

The three Senior Officers – Chairperson, Secretary, Treasurer – are Ex-officio members of all sub-committees and must be kept informed of meetings.

Sub-committees do not exist in isolation - All sub committees will need to liaise and work with each other on a regular basis.

Records of sub-committee meetings to be kept and chairs of sub-committees to report to Executive Committee Meeting at least once per month.

## **Safeguarding and Discipline**

The members of the Safeguarding Sub-committee comprise the Discipline Sub-committee and consists of Chairperson (DLP), Secretary (DDL), Children's Officers and Coaching Officer (DCO)

- Review and Agree Annual Child Safeguarding Statement.
- Carry out an Annual Child Safeguarding Risk Assessment.
- Oversee implementation of GAA, LGFA and Camogie Codes of Behaviour (Underage).
- Oversee PSNI Access NI Procedures within Club.
- Oversee provision of Child Protection Training and Coaching Courses within Club.
- Organise Pitch-side First Aid for Coaches
- Oversee Disciplinary Matters re Child Protection.
- Oversee procedures in respect of Vulnerable Adults

## **Coaching and Games**

Sub-committee consists of members of all codes led by Coaching Officer

- Liaise with all coaching teams
- Devise, monitor and Revise Coaching Strategy across all Codes
- Devise Clonduff Player Pathway
- Research and make Coaching Resources available
- Organise 'Coaching the Coaches' Days in the Club (at least 3 pre or early season)
- Source/Follow-up on Coaching Qualifications for all Coaches in all Codes
- Athletic Development Programme
- Co-ordinate Cul Camps within the Club
  - Source Coaching Staff
  - Ensure Coaches have appropriate Safeguarding and Coaching Qualifications
  - Administer the Cul Camp and Coaching Staff
- Liaise with County Coaching Officers

## **Codes/Games Sub-committees**

- Promote, develop and oversee respective codes with the Club
- Recommend Management teams to Executive for approval
- Liaise between team Management and Executive
- Liaise between Players and Executive
- Liaise with Schools Liaison Officers
- Co-operate fully with Pitch Scheduler and other codes and to co-ordinate all activities/fixtures respecting the demands made on players and the pitch usage
- Co-operate fully with Club Coaching and Development Officer
- Adopt the Clonduff Coaching Strategy and Philosophy of 'Keeping as many as possible for as long as possible'
- Agree Annual Action Plan ensuring the implementation of the Clonduff Player Pathway for all underage players and forwarded to coaches for the following season
- To implement Club Policies and Procedures and support the role of the Children's Officer in ensuring that all coaches have
  - AccessNI
  - Safeguarding 1
  - Basic Coaching Award
  - Sign up to Codes of Conduct
- 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 (Lead) who know about illnesses / learning difficulties, keep it confidential
- Ensure Attendance Records maintained by all underage coaches for training sessions/games
- Maintain log of Equipment, kit, etc – what there is and where it is

- Agree annual budgets for Tournaments/Blitzes, Equipment, Travel, etc
- Liaise with PRO re Match Reports and Photos – for underage players first names only
- Widen participation in Handball particularly among females
- 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

### **Field and Facilities**

- Health, Safety and General Appearance of Clonduff GAA Club
- Maintain playing surfaces
- General upkeep of Club complex
- In conjunction with Development Sub-committee and Grants Officers, source funding for Refurbishment of Dressing Rooms, Fields, etc
- Suggestions for Main Entrance area
- 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

### **Development**

- Plan and facilitate Club and Community Engagement Survey
- Compile/assemble and implement new 5-year Development Plan
- Monitor 5-year plan
- In conjunction with Field/Facilities Sub-committee and Grants Officers, source funding for Refurbishment of Dressing Rooms, Fields, etc
- Oversee the phased completion of the new indoor facility
- Suggestions for Main Entrance area

### **Culture and Language**

- To co-ordinate and lead on cultural activities with the club
- Encourage/promote development and use of Irish Language within the club
- Overall responsibility for Scór na nÓg and Scór Sinsir
- Host annual Scór/Cultural Celebration event
- Liaise and co-operate with other local Cultural/Community Groups – Children's Irish Dancing Classes in Hilltown and Cabra, Adult Set Dancing in INF, Tumbling Paddy, Hilltown Fleadh, Arts & Drama, Church Choirs, The Gathering Festival, Hilltown Community Association, Cabra Community Association
- Re-establish Set Dancing Classes for juveniles
- Re-establish Amateur Dramatic Society in Conjunction with other Community organisations
- Development of weekly Language Class for adults to increase number of Clonduffians using Irish
- Ensure all club child protection policies are implemented in respect of cultural activities

### **PRO, Communications and IT**

- The main aim of sub-committee is to get Clonduff GAA Club's message to as many people as possible and keeping its profile relevant and focussed on the Club's activities and place in the community
- Embrace current and new technologies to promote the Club's message
  - Foireann
  - FaceBook
  - Instagram
  - Twitter

- YouTube
- Web Page – [www.clonduffgac.net](http://www.clonduffgac.net)
- Local and Provincial Newspapers
- Annual Achievements soundbite published for Annual Awards/Dinner Dance
- To explore development of other social media platforms within the club to improve communications
- To explore possibility of developing Clonduff GAA
- Re-establish Match Programmes for Home Adult Games
- Sponsorship, Pitch Adverts

#### **Finance, Fundraising and Friends of Clonduff**

- Support the Treasury
- Ensure the implementation of The Treasury Policy
- Undertake Financial Health Check
- Facilitate preparation of Budgets and Financial Targets
- Liaise with all other sub-committees
- Co-ordinate
  - Club Lotto
  - Sponsorship
  - All Club Fundraising
- Organise Fundraising activities / events in conjunctions with above sub committees
- Monitor, oversee and make recommendations re the financial procedures, books and records of the club
- Review all operating costs
- Ensure Annual Financial Statement submitted to AGM and to County Board

#### **Community, Social/Health and Wellbeing**

- 'Reach Out'
- Plan and organise:
  - Indoor and outdoor activities to involve older members of the community
    - Activities to attract traditional non-members
    - Ireland Lights Up
    - Walk & Talk
    - Lunch and Learn
- Promote the health and wellbeing of those within and outside the Club and support them in their efforts to promote healthier lifestyles
- Value the contribution of all our volunteers – create opportunities to recognise, celebrate and reward
- Increase awareness of environmental issues in an around the Club – Green Club
- Increase awareness of Health-related Policies – Substance Abuse, Smoke Free Club, Speak-up
- Health Promotion programmes
- Family Fun Days, Lá na gClub
- Assist with all Club-organised events
- Establish links with other local groups which support older people, children, less-abled, etc
- Oversee Social Club
  - Overseeing all events in clubrooms including opening and closing
  - Assist with organising social events during the year to encourage membership participation,
  - To co-ordinate the organisation of the Club's Annual Dinner and Awards Evening
- Responsible for:
  - Maintaining Diary
  - Organising Bar – stock, sales, staff rota, stock take, bar float
  - Cleaning Rota

- Removal of unused foodstuff away from club premises
- Maintaining register/log of items borrowed from clubrooms
- Arranging to deposit takings in Post Office first thing next morning
- Suggestions for:
  - Improvements to the Clubrooms and particularly Kitchen area
  - Overall décor
- Liaise with all other sub committees

Signed (Cathaoirleach)

*PDS Mee Gualle Ceas*

Date: 31/03/2023

Signed (Rúnaí)

*Anita Br Mh Bhranagain*

Date: 31/03/2023