



***THE  
CAMOGIE  
ASSOCIATION***  
An Cumann Camógaíochta

**Club**  
**Secretary**  
**Handbook**

# Contents

<b>1.</b>	Roles and Responsibilities	3
<b>2.</b>	Key dates and Information	6
<b>3.</b>	Main Administration Tasks	7
<b>4.</b>	Membership and Registration	14
<b>5.</b>	Insurance	28
<b>6.</b>	Annual General Meeting (AGM)	35
<b>7.</b>	One Club Guidelines	41
<b>8.</b>	Ask for Help	43

# Roles and Responsibilities

## Camogie Executive Committee

Executive Committee is made up of the following Officers:

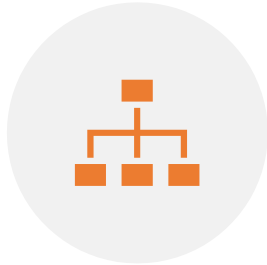
- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Registrar
- PRO
- Children's officer
- Development Officer



## ***Delegates to County Board***

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

## Role of Club Secretary



### ADMINISTRATION

- Correspondences and keeping record of all matches especially teams that reach finals for AGM (secretary report) and Club History
- Membership and registration
- Club and team affiliation with county board
- Club 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 and officers
- With GAA/LGFA clubs under one club model
- With county secretary and committee
- Grounds staff, booking pitches, referees

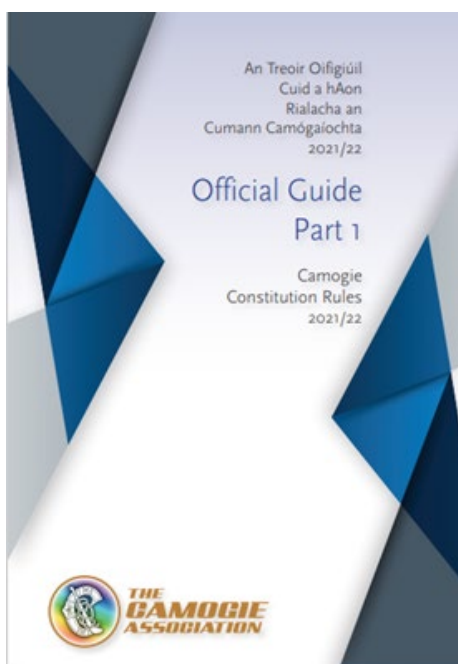


### CLUB PLANNING

- Assisting in developing club 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.***

## Rules



Both the Chairperson and secretary should have in-depth knowledge of the rules of the Association and the by-laws of their county.

There are several parts of the rule book which must all be adhered to:

- Official Rules of the Camogie Association, Official Guide Part 1
- Official Playing Rules, Official Guide Part 2
- Code of Practice for all Officers of the Camogie Association, Official Guide Part 3
- Mandatory Procedures for THDC & Disciplinary Code, Official Guide Part 4
- Mandatory Code on Sponsorship, Official Guide Part 5
- Code for Camogie Supporters' Club, Official Guide Part 6

There are also other important documents that secretaries should be aware of including:

- Role of a Treasurer and Mandatory Financial Procedures
- Mandatory Code on Sponsorship
- Child Welfare: Code of Behaviour (Underage)
- Garda/PSNI Vetting Information

## **Key Dates and Information**

- Membership and Registration – **deadline 31<sup>st</sup> March** (see Registration information)
- Affiliate with county board by **31<sup>st</sup> March** (see Registration Information)
- Insurance (see Insurance Information)
- Child Welfare: All coaches and people who train children within the club must have the minimum coaching qualification (foundation), have completed a Child safeguarding workshop (level 1) and complete Garda/PSNI Vetting (for more information see Children's officer Information)
- Each club must purchase of 2 full price all-Ireland final tickets each year.
- AGM - Club AGM must be held by **22<sup>nd</sup> November** (see AGM Information)
- Fees are required for objections and appeals (See Official Guide IV THDC)

## **Main Administration Tasks**

In this document the club secretary can find important information on the main administration tasks including:



Communication



Meetings



Club Games



One Club Model



Other important information



Ask for Help

## Communication

Club secretaries must:

1. Read and reply to emails promptly
2. File and keep copy of correspondence
3. Keep up to date with correspondence

Officers must use [secretary.club.county@camogie.ie](mailto:secretary.club.county@camogie.ie) address

All official communication must come through the secretary.





## Meetings

*The quorum for meetings must be 20% of those to attend and vote, in addition to the officers present. Decisions require simple majority of those entitled to vote on motions; only rescinded at subsequent meetings with two thirds majority.*

### **County Board Meetings**

County board meetings will also be held once a month and it is essential that club delegates attend.

### **Club Meetings**

Club meetings should ideally be held once a month.

#### Before the meeting:

- ✓ Consult with Chairperson about items that should be on agenda
- ✓ Using template prepare Agenda
- ✓ Organise time and venue for meeting
- ✓ Send notice of meetings with an agenda (and previous minutes from meeting if required) at least 5 days beforehand
- ✓ Ensure venue is setup appropriately (access/chairs/tables etc)
- ✓ Make a note of any apologies received

#### During the meeting:

- ✓ You may be asked to read minutes of previous meeting or members could be asked to read before meeting
- ✓ Chairperson will ask for proposer/seconded of minutes, changes made as necessary
- ✓ Record minutes at all club meetings (see template for sample minutes)

#### After the meeting:

- ✓ Work with Chairperson to implement the decisions of the meeting and deal with other matters arising from the minutes
- ✓ Write up minutes

**Sample Agenda for Club meeting:**



**Agenda**

**..... Club Committee Meeting**

Date		Time	
Location			

1. Approval of minutes from previous meeting
2. Team/player
3. Items for discussion eg. Sponsorship, insurance etc
4. Items for discussion eg. Sponsorship, insurance etc
5. Development/Coaching Opportunities or Sharing good practice
6. AOB

**Sample of Minutes Template:**



**Sample Minutes Template**



<b>Date</b>		<b>Location</b>		
<b>Attendees</b>				
<b>Apologies</b>				
<b>Time</b>	<b>Start</b>		<b>Finish</b>	
<b>Next meeting</b>				

<b>Agenda</b>	<b>Discussion</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Date completed by:</b>

## Club Games

The club secretary has a responsibility to ensure Camogie **fixtures take place** as directed from county/provincial/national boards have fixed.

Secretary must follow county by-laws regarding organising a **referee** (ie some counties it is necessary for home team to provide referee for underage fixtures).

The club secretary should make management/players/parents/supporters of each team aware of fixtures when received by higher unit. This helps for planning purposes and ensures that all fixtures can be filled throughout the year.



## **Important factors to take into consideration for club games include:**

### **Facilities**

- Book pitches for games and training for all teams. This can be delegated if there is a fixtures sub-committee/underage committee
- Notes that clubs using the 'One club model' must liaise with GAA/LGFA to use grounds
- Ensure changing facilities are open and appropriate for teams

### **Team Sheets (CC2)**

- For all club games the teams will need to give 2 copies of CC2 to referee before the start of the second half of the game.
- CC2 – names must be listed in English and Irish (where possible)
- Numerous copies of CC2 can be pre-prepared i.e. already typed out with all the names on your panel, then mentor must fill in jersey numbers on the day of the match.
- Mentor or club official can sign the team sheet.

### **Recording results**

- Keep a record of games for the secretary report required for the AGM.
- If there is no PRO at the match (or elected onto executive) then a match report could be written for publication in papers/website/social media. (see PRO information - guide on writing match reports)



## **Membership and Registration**

- All players, coaches, referees, team mentors etc must all be members of Camogie Association
- Paid up members aged 18 and over have voting rights
- Secretary (along with registrar) should:
  - Collect fees
  - Register all members on the online system
  - Submit fees
- Players must be registered at least 3 days before a game

<b>Type of Membership</b>	<b>Affiliation Fee</b>
Child member under 8	All revenue to club
Youth member over 8	€13
Full member (player)	€23
Full member (non-player)	€3
Social member	All revenue to club



## **Registration must be completed and submitted by 31<sup>st</sup> March**



## **Eligibility**

Under 12: Be under 12 and over 8

Under 14: Be under 14 and over 10

Under 16: Be under 16 and over 12

Under 18: Be under 18 and over 14

Adult: Be over 15 except for intercounty where player must be over 17

‘Under’ means that a player must be under the age limit by midnight on 31<sup>st</sup> December of the year prior to the Championship, for example, under 16 player must be aged 15 or under on 31<sup>st</sup> December.

‘Over’ means that a player must be over the age limit by midnight 31<sup>st</sup> December of the year prior to Championship.

***Note: There are severe sanctions for breach of Underage eligibility rules i.e. awarding the game to the opposing team and 6-month suspensions for team officials and club executive. These have been imposed in recent past.***

### **Grading for club competitions**

Any player who has played a higher graded championship is not eligible to play in lower graded league or championship in same year. Player can apply to county board for re-grading the following year.

### **Good Practice for Club Registration**

- Hold a registration night in **conjunction with GAA/LGFA** in your club where parents and members can renew or join.
- **Advertise** this well in advance.
- Create a simple handout to give **parents of underage players** with:
  - ✓ **Club executive** is listed with contact numbers
  - ✓ **Team managers** and mentors with contact numbers (or at least one contact number)
  - ✓ The **Designated Liaison Person** name and contact
  - ✓ A short '**Code of Conduct**' and Mission Statement giving parents confidence that the club is serious about good behaviour and responsibility from all.



Sample Child Registration Form (Available on website)

## Child/Youth Membership Application Form

This template Child/Youth Membership Form, which may be amended as required, seeks that certain information be made available in relation to your child (e.g. medical data, permission for medical treatment, parent/guardian contact details). This information is only required at Club level and not for general registration purposes. Other options include use of photography and general club activity notification which should also be brought to the attention of those registering their children in the Association.

Ainm/Name: \_\_\_\_\_

Seoladh/Address: \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Gender:

I hereby apply to \_\_\_\_\_ Club ('the Club) for membership of the Club and the Association (Association e.g. Cumann Lúthchleas Gael, Ladies Gaelic Football Association, Camogie Association, Rounders or Handball)

I subscribe to and undertake to further the aims and objectives of (Association) to abide by its Rules including the **Code of Behaviour (Underage)**, which is available at:

<http://res.cloudinary.com/dvrbaruzq/image/upload/kpvdgvxkkdnbqkxl8ypv.pdf>

Síniú/Signed \_\_\_\_\_ Dáta: \_\_\_\_\_

Print Name: \_\_\_\_\_

Parent or Guardian's Contact Phone Number: \_\_\_\_\_

Parent or Guardian's Contact Email (If available): \_\_\_\_\_

Please outline any medical information (i.e. allergies, conditions, medication) which may impact on your child's health, welfare or behaviour while participating in our activities.

\_\_\_\_\_  
\_\_\_\_\_

- I consent to the processing of the personal medical data as outlined above for the purpose of administering medical assistance to my child if required.
- In the event of illness/injury, I give permission for medical treatment to be administered by a nominated first aider, or by suitably qualified medical practitioners.
- If I cannot be contacted and my child requires emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication.

**Parent(s)/Guardian(s), on behalf of the above named:-**

- We/I consent to the above Application and to undertakings given by the Applicant.
- We/I understand the personal data on this form will be used by the Club and the Association for the contractual purpose of registering (or re-registering) and maintaining the Applicant's Membership.
- We/I understand that the Personal Data will be retained by the Club and the Association for such period as the Applicant's Membership subsists and for a reasonable period thereafter.
- We/I understand that I can resign the Applicant's Membership by writing to the Club or the Association and their Personal Data will then be erased except where the Club or the Association has a clear justification to retain such Personal Data (e.g. for child safeguarding purposes).
- We/I understand that the Applicant's Personal Data will also be used for administrative purposes to maintain their Membership including club and team administration, registrations, teamsheets, referee reports, disciplinary matters, injury reports, transfers, sanctions, permits and for statistical purposes.
- We/I understand that if I do not provide the Applicant's Personal Data their Membership cannot be registered with the Club and the Association.

**Sínithe/Signed** \_\_\_\_\_ **(Parent/Guardian)**      **Dáta:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

I have read the important Data Protection information on the reverse of this form and have given my consent, by ticking the boxes and signing below, for my information to be used as follows: (Please tick as appropriate)

- To provide me on my own behalf and on behalf of my child with updates regarding Club activities such as games, training, meetings and club events
- I am aware that my child's photograph or video image may be taken whilst attending or participating in games or activities connected with the Club and I consent to it being used in the promotion of Gaelic Games, print, online/digital and social media mediums of communication

My contact preferences are as follows:

- Email       SMS text message       Other

I understand that I can withdraw my consent at any time by writing to the [Club or my Association].  
I understand my rights under Data Protection legislation, as outlined on later on this form

**Sínithe/Signed:** \_\_\_\_\_ **Parent/Guardian)**      **Dáta:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**For Official Use only:**

Registered in Central Membership Database on \_\_\_\_\_

Membership Identification Number: \_\_\_\_\_

Upon election, your membership details will be entered on the Association's membership database in accordance with Rule

**\*NB:** If Clubs decide to collect medical data on membership forms, this should not be added for example to the Servasport system. Only personal data requested on the master template should be included.

**Sample Adult Registration Form (Available on website)**

## **An Cumann Camógaíochta Full Membership Application Form**

Ainm/Name: \_\_\_\_\_

Seoladh/Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail (If available): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

I hereby apply to: \_\_\_\_\_ Club (“the Club”) for Membership of the Club and Membership of an Cumann Camógaíochta (The Camogie Association) (“Membership”)

.....  
I subscribe to and undertake to further the aims and objectives of the Club and of Cumann Camógaíochta (The Camogie Association) and to abide by its Rules, and I attach herewith the appropriate membership fee as determined by the above Club.

- I understand the personal data on this form (“Personal Data”) will be used by the Club and the Camogie Association for the contractual purpose of registering (or re-registering) and maintaining my Membership.
- I understand that the Personal Data will be retained by the Club and the Camogie Association for such period as my Membership subsists.
- I understand that I can resign my Membership by writing to the Club or the Camogie Association and my Personal Data will then be erased.
- I understand that my Personal Data will also be used for administrative purposes to maintain my Membership including club and team administration, registrations, teamsheets, referee reports, disciplinary matters, Injury Reports, transfers, sanctions, permits and for statistical purposes.
- I understand that if I do not provide my Personal Data my Membership cannot be registered with the Club and the Camogie Association.

Sínithe/Signed: \_\_\_\_\_ Dáta: \_\_\_\_\_

Print Name: \_\_\_\_\_

I have read the important Data Protection information on the reverse of this form and have given my consent, by ticking the boxes and signing below, for my information to be used as follows:

(Please tick as appropriate)

- (1) To provide me with updates regarding Club activities such as matches, meetings and club events
- (2) To provide me with details of Club fundraising activities including Lotto, social occasions, ticket sales etc
- (3) I am aware that my photograph or video image may be taken whilst attending or participating in games or activities connected with the Club and I consent to it being used by the Club for items like match programmes, year books, match reports, event reports or on the Club website or social media channels.

I understand that I can withdraw my consent at any time by writing to the [Club or the Camogie Association].

I understand my rights under Data Protection legislation, as outlined on the reverse of this form

Sínihe/Signed: \_\_\_\_\_ Dáta: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of Full Member Proposing New Member:

\_\_\_\_\_ Dáta: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of Full Member Seconding Proposal:

\_\_\_\_\_ Dáta: \_\_\_\_\_

Print Name: \_\_\_\_\_

**For Official Use only:**

Membership/approved by Club Executive on Dáta \_\_\_\_\_

Sínihe/Signed: \_\_\_\_\_ Club Rúnaí

Registered in Central Membership Database on \_\_\_\_\_

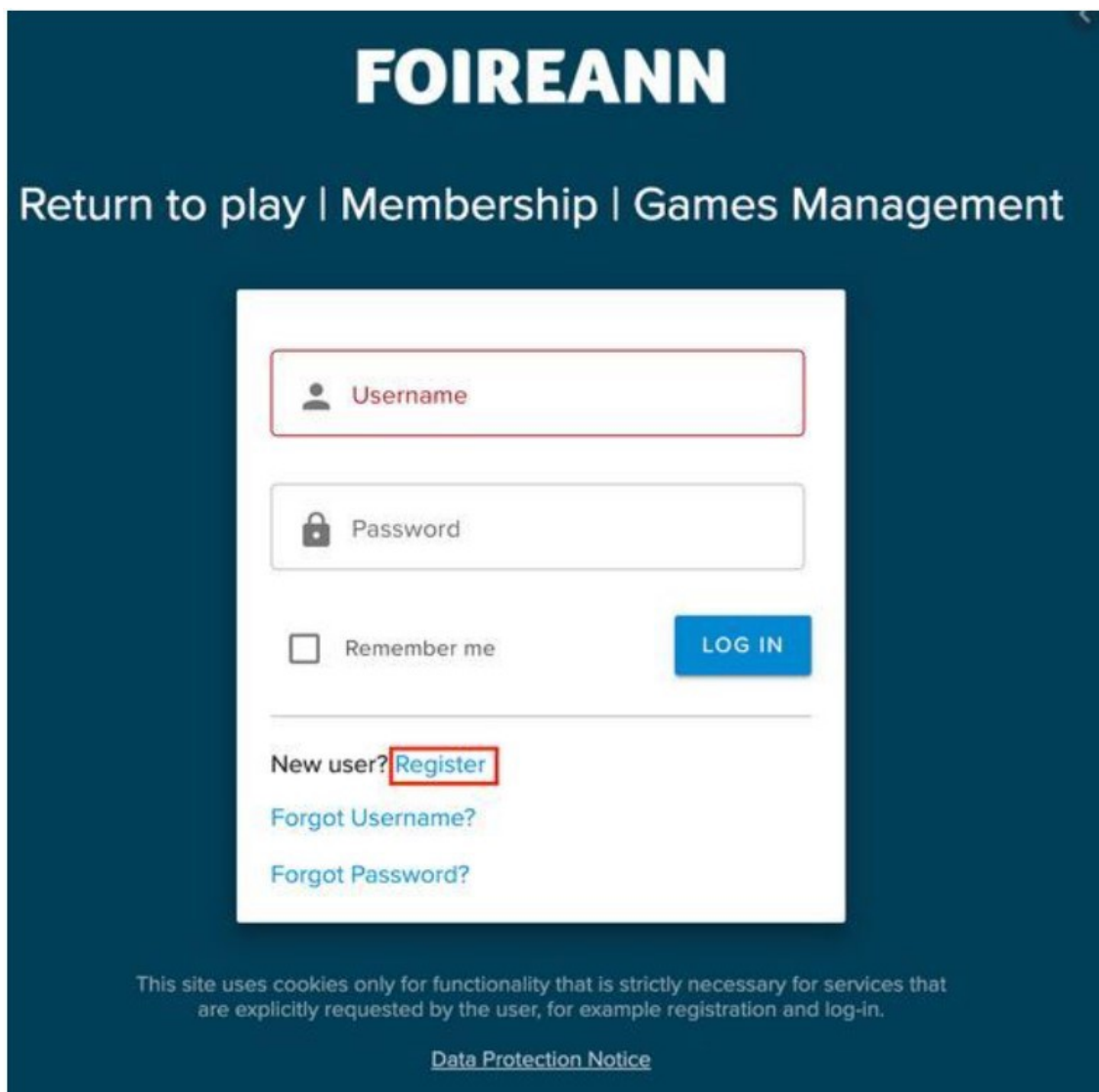
Membership Identification Number: \_\_\_\_\_

## Affiliation with County Board

Before 31<sup>st</sup> March each year, the secretary of the club must affiliate with the county board with:

- ✓ List of registered members (names must be in English and Irish where possible)
- ✓ Membership fee
- ✓ Club Colours
- ✓ Proof of insurance

This is all completed using the Electronic Registration system, Foireann.



The image shows a screenshot of the FOIREANN website's login and registration page. The background is a dark teal color. At the top, the word "FOIREANN" is written in large, white, bold, sans-serif capital letters. Below it, the text "Return to play | Membership | Games Management" is displayed in a smaller, white, sans-serif font. The main content area is a white rectangular box with rounded corners. Inside this box, there are two input fields: the first is labeled "Username" with a person icon to its left, and the second is labeled "Password" with a lock icon to its left. Below these fields is a checkbox labeled "Remember me". To the right of the "Remember me" checkbox is a blue button with the text "LOG IN" in white, uppercase letters. Below the "LOG IN" button, there is a horizontal line. Underneath the line, the text "New user?" is followed by a blue link labeled "Register" which is highlighted with a red rectangular box. Below "Register" are two more blue links: "Forgot Username?" and "Forgot Password?". At the bottom of the white box, there is a small, light gray text block that reads: "This site uses cookies only for functionality that is strictly necessary for services that are explicitly requested by the user, for example registration and log-in." Below this text block is a blue link labeled "Data Protection Notice".

## Electronic Registration

**All Camogie Clubs are required to use the Foireann System to register members/ clubs of the Association.**

The Camogie Association along with the GAA, LGFA, Handball and Rounders Associations use Foireann, a single, integrated Membership system.

All Membership registrations (for playing and other rule-based eligibility requirements) must be completed on this system.

If you are involved in collecting your club's membership subscriptions or registering your members with the Camogie Association, you should ensure that you have access to login to Foireann and are familiar with how to use it.

Significant support materials have been prepared to assist in the use of Foireann and are available [HERE](#).

### **Accessing Foireann**

This video describes how to create an online account on Foireann, how to update your profile (name, contact details etc) and how to select the club(s) that you are a member of or otherwise involved with.

[Click here to watch the video](#)

### **Finding Your Way Around**

This video gives a brief overview of the main functionality within Foireann and how to navigate the system.

[Click here to watch the video](#)

### **Club Administrators**

An overview of the administrator role on the system is given in this video which also explains how to add additional administrators, how to check who the existing administrator(s) are and to remove admin access if relevant

[Click here to watch the video](#)

## **Setting Up Online Payment**

The steps required for clubs to receive on-line payments through Foireann, including setting up a Stripe account, are described in this video.

[Click here to watch the video](#)

## **Membership Options**

This video describes how to configure the specific Membership options (or plans) that are available to your club's members when registering. These are the options that will be available to Members if buying on-line and registrars when completing the process manually

[Click here to watch the video](#)

## **Members List**

This video gives an overview of the functionality available to review your club's list of members and how to add additional members

[Click here to watch the video](#)

## **Verifying and Registering Members**

An overview of how to verify (confirm that online applications are from bone fide Club members) and registering members is given in this video. Specific details on how to process registrations for LGFA and Camogie Association members is also included

[Click here to watch the video](#)

## **Managing Teams**

This video gives an overview of how Clubs, and coaches, can use the Teams functionality in Foireann to schedule training sessions, receive responses from players / guardians, verify that Health Questionnaires have been completed (when relevant) and record attendance

[Click here to watch the video](#)

## Viewing & responding to an Event invitation

This video gives an overview of how players / guardians interact with Teams on Foireann and how they view upcoming events (training /matches etc), confirm attendance at training, submit Health Questionnaires (when relevant).

[Click here to watch the video](#)

All of the above Videos are available on the Foireann support website (available [here](#)) where they can be found in the Videos section.

## One Clubs

One significant change in Foireann is the ability for clubs who work closely with their GAA and LGFA counterparts to operate as One Club on the system. This makes membership and administrative tasks less onerous and all membership registrations can be completed from one place, rather than from three separate systems. If you wish to operate as 'One Club' on Foireann then you must email [gmsupport@gaa.ie](mailto:gmsupport@gaa.ie) from one of the official Club Email addresses and request that this happens (the three (or two) separate instances on your clubs will be merged into one with a single list of members). You will then be able to accept membership subscriptions for all Associations and register all members with their relevant governing body in one easy process. Additional information on the One Club Model can be found [here](#).

## Duplicates

Foireann is a new system that has been implemented using components of the Returntoplay system, used during 2020 for processing Health Questionnaires, and the legacy Games Management System (Servasport) that was previously used for Registrations. Data from both systems is available on Foireann meaning that Membership history (going back to 2009) is available from the old Games Management System and the ability to access the system is in place for anyone who previously submitted a Health Questionnaire on the Returntoplay system. For clubs registrars and administrators, the above process will result in duplicate entries for some members being present in the Foireann system – one record relating to their old Membership record and one relating to their Returntoplay account. At the moment, it is necessary to maintain both records on Foireann and in the coming months, once the Membership Registration period has passed, it will be possible to merge the records or delete them as relevant. The Foireann Support team will advise further on the process for this when appropriate to do.



## **Bulk processing**

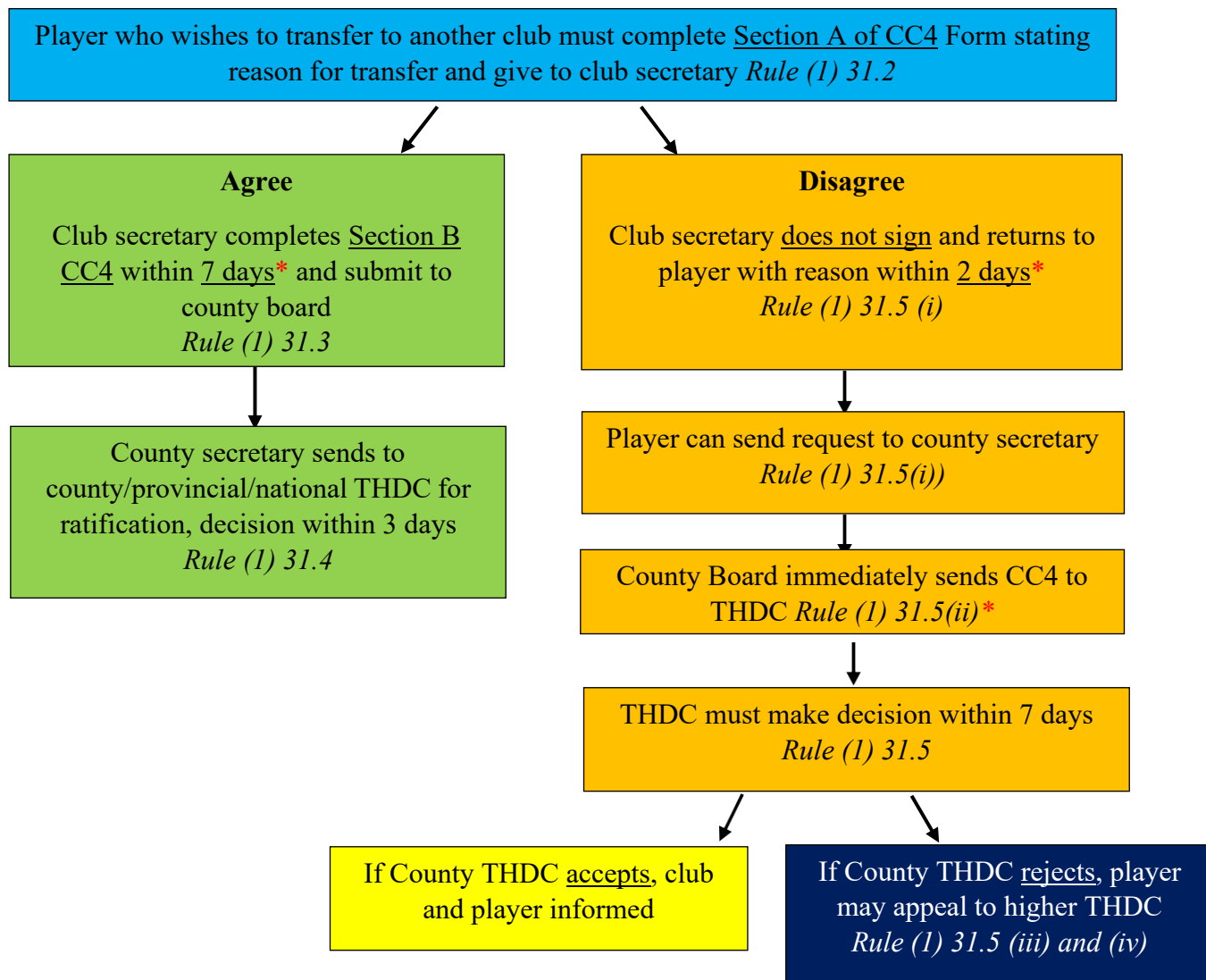
If your club has an existing process for collecting Membership subscriptions that you wish to maintain then this is facilitated, but Foireann will still need to be used to Register members with the Camogie Association. Without completing the registration steps, members may be ineligible to play or fulfil a role on the Club committee and may not be covered by insurance or eligible to vote at the Club AGM.

It was possible in the legacy Games Management System to import member information from files through a bulk upload process. This process will be supported in Foireann also, however the functionality is not yet available. It will be in place as soon as possible and well in advance of any registration deadlines.

## Common issues that arise during registration of players:

- ✓ Amalgamation
- ✓ Transfers (CC4 Form) – see summary below

For more information please see THDC help guide.



Note: Transfers are not necessary in the following instances:

- From one club to another in another country if the player has not taken part in any competitive match with a club for a period of twenty four months.
- From a club which has disbanded.
- Where a player has not played competitive camogie at club or county level for a period of three years or more. (Rule (1) 31.6)

# Insurance

## Personal Injury cover

The Camogie Association, unlike its GAA and LGFA counterparts, does not administer its own injury scheme. This means that injury cover/insurance must be purchased from insurance providers, operating independently in the private sector.

The obligations relating to injury cover within Camogie are detailed in the Official Guide (1) Camogie Constitution Rules.

The rules around registration of members with the Camogie Association and insurance are key.



All persons who train with teams and all persons who coach teams are required to be registered members of the Camogie Association.

The club must ensure that:

- all players
- members who officiate games
- members involved in training/managing/coaching teams

are covered by insurance.

Executive Committees at all levels within the Association must indemnify its Executive members.

In order that all fixtures other than official fixtures are recognised for insurance purposes notification must be given on the following basis:

- To the County Board when both teams are within the County
- To the relevant County Boards and Provincial Council when teams are from different Counties
- To the relevant County Boards, Provincial Council and designated Camogie Association staff member when teams are from different Provinces or International.
- Notification to hold or participate in fixtures other than official fixtures must be sent by email by the relevant Secretaries prior to the date of the proposed fixture.
- Approval to host inter-county underage blitzes will be provided by a designated Camogie Association staff member. Permission must be requested by a date specified by the Ard Stiúrthóir each year.

The club is obliged to comply with these rules.



Failure to comply may have implications in how an insurance company considers a claim, in the event of a claim arising from a fixture that may not be deemed official.

Insurance claims must be processed via the relevant insurance company.

**The Camogie Association does not handle any insurance claims.**

## **Property and Liability Insurance**

The premium which is paid by the GAA for Property & Liability Insurance has increased significantly in recent years, in line with the level of claims and litigation. This means that €300 will be charged to each individual camogie club and will be collected along with the yearly Club Levy fee of €50 (Total €350).

This Property & Liability insurance covers:

- ✓ Property Insurance
- ✓ Public Liability (for all camogie units including use of nonGAA facilities)
- ✓ Product Liability
- ✓ Employers Liability

It is now important that all camogie clubs stop paying towards any commercial policy or to any GAA unit for these insurances.

There are a number of risk factors which can be negated by units and in turn prevent premium increases these include:

- Proper event management documentation for all non-routine activities, or where significant number of attendees are expected.
- Extension of extended cover for non-games activity (e.g. fundraising) subject to notice & risk management.

Below is the event management documentation which should be completed for a planned event\activity.

Should a Camogie Club fail to notify Croke Park of the planned fundraising event\activity and a personal injury claim arises from that event, Insurers will refuse indemnity to the club and the club will be responsible for managing the claim received, paying all defence costs and any awards that the claimant may receive.

Therefore, when a club decides to run a fundraising event \ activity, they must notify Sinead Leavy at [sinead.leavy@gaa.ie](mailto:sinead.leavy@gaa.ie)

**Doiciméad Bainistíochta Ócáide  
(Event Management Document)**

**Date**

**Activity / Initiative**

**Venue**

*Clár an Lae*

*Date*

*Activity / Initiative*

*Venue*

**Timings:**

### EVENT MANAGEMENT TEAM

Foireann Bainistíochta Ócáide – Event Management Team	
Event Contact - Manager	
Key Venue Contact	

### EVENT DETAILS

Key details	Information / Action
Expected attendance	
Ticketing details:	
VIP List	
Press Accreditation List	
Car Parking	
Expected Weather	
Medical and First Aid	
Miscellaneous Information	

### MEDIA DETAILS

Media Details		
Match day Checklist	Notes	Action
Changes to Line-Ups		
Script for PA (Public Address) Announcer		
Photographer -		
Sponsor / Rep		
POTM		
Interview requests from Media		

### MATCH OFFICIALS

Referee(s)		
Std by Referee(s)		
Line		
4 <sup>th</sup> Official		

### CHECKLIST/EQUIPMENT

Checklist on day	Notes	Action



## VENUE DETAILS

Stadium Details		
Match day Checklist	Notes	Action
Scoreboard Operators		
Tea/Refreshments		
Personnel/Stewards		
Defibrillator		
Advertising Hoarding		
Ticketing Reconciliation		
Programmes Sales Reconciliation		

## Key Contact Information

General Information Details	
Position	Name/Contact Details
Event Manager	
Club /Guest Contacts	
Half-time Activities Co-ordinator	
Local Hospital (999 or 112) Name and number	
Local Garda Station (999 or 112)	
Local Fire Station (999 or 112)	
Medical Cover Provider	

## Pitch / Event Regulations

•

# Annual General Meeting (AGM)

Club AGM must be held by **22<sup>nd</sup> November**

Throughout the year:

- Keep a record of games, top scorers, finals reached to help write the secretary's report (see guidance below)



3 months before AGM:

- Only members over the age of 18 who have paid their fees at this time will have voting rights at the AGM.

5 weeks before AGM:

- The secretary must send out to all members:
  - Notice of AGM including time, date and venue
  - Officer proposal forms
  - Request for motions or by-laws

10 days before AGM:

- The secretary must send out to all members with voting rights:
  - Minutes of previous AGM
  - Secretary's report
  - Club Accounts (obtain these from the Treasurer)
  - Nominations for executive committee, indicating proposers.
  - Motions and by-laws, indicating proposers.

## Important Rules for AGM

### **Election of Officers**

- Candidates must be nominated.
- Election of officers by secret ballot
- If more than one person nominated for a position; vote taken, the person elected will have the majority of votes from eligible voting members in attendance.
- If there is a tie, Chairperson will exercise their casting vote.

The Secret Ballot



The quorum for AGM must be 20% of those who attend and vote, in addition to the officers present.

Any decisions taken at the AGM will not be rescinded except at subsequent AGM (requires two thirds of those present to vote in agreement). To rescind a motion, prior notice must be given.

## What happens during AGM?

1. Consideration of minutes from previous AGM
2. Consider and approve reports and accounts for previous years
3. Elect and appoint Officers
4. Elect and appoint members of subcommittees as required by bye-laws
5. Approve or disapprove motions and bye-laws (note bye-laws must not be contrary to rules and will not become binding until ratified by Ard Chomhairle).

*Any member of executive committee who has been absent from three consecutive meetings without reasonable explanation will be deemed to have resigned from the Executive meeting.*

### ***Reconvened AGM***

If the AGM fails to elect an Executive Officer or Officers (Rule (I) 3.4)

The AGM has the power to nominate a person(s) to call a reconvened AGM for the purpose of these elections.

2 weeks after (no later than 3 weeks) prior to date of reconvened AGM the secretary must issue nomination form for proposals for officers.

Nomination forms must be lodged with a person appointed at the original AGM and by a date set at the original AGM.

7 days before reconvened AGM the secretary must notify members with:

Notice of AGM – time, date, venue

Nominations received for vacant positions of Executive Committee.

## After Club AGM:

- The secretary must send to the county board:
  - Copy of the Secretary's Report
  - Copy of Accounts (complaint with Rule (I) 18.5)
  - names of all elected officers
  - Name of delegate(s) to county board
  - Copy of approved motions and By-laws



## County Convention

**The club is required to send its delegate(s) to the annual county board AGM (Convention).**

1

Return nomination for officers 3 weeks before county AGM

2

Submit motions to county secretary at least 3 weeks before

3

Attend County AGM (or send delegate)

## Good Practice before AGM

### Secretary's Report

Writing the secretary report can seem like a daunting task but it is simply a summary of events/achievements and performance of the club throughout the year. Ideas of information that could be included:

- Comment on the year of the club
- Number of members
- Number of teams fielded
- Number of meetings held
- Social Events
- Fundraisers
- Improvements made over the year
- Achievements on the field (short report each age group)
- County/Provincial/School/All star representatives
- Thank management/players/parents/coaches
- Acknowledge people/members who have made an impact over the year



## Succession Planning

The Executive, particularly the Chairperson and Secretary should spend time and energy seeking new Officers for positions.

### Why?

- Re-invigorate and energise the Club
- Increase community involvement
- Avoid burnout in Officers
- Draw on the abilities and skills of a larger number of people

### How?

- Don't be shy about asking people to help
- Many people are happy to help with particular projects
- Be clear about what the role entails
- Think about how the person can contribute - what skills do they have?  
How can we include them in the running of our club?
- Offer encouragement and support, and say thanks



### GDPR

To find out what information should be retained, by whom and how long?

See [learning.gaa.ie/courses/dataprotection](https://learning.gaa.ie/courses/dataprotection) and any further queries can be sent to [dataprotection@gaa.ie](mailto:dataprotection@gaa.ie)

# One Club Guidelines



## Governance and Committees

The GAA Club Constitution forms the cornerstone of overall governance of the club.

This means that Camogie deadlines may differ:

- Registration must be completed and submitted by 31<sup>st</sup> March
- AGM held before 30<sup>th</sup> November:
  - 28 days notice required – notice, officer proposal form, motion proposal form
  - 10 day before send out – agenda, nomination forms, motions

It is imperative that each of the playing codes are adequately represented on the Club Executive.

The day to day running of each playing code is managed by its own committee.

## Membership and Registration

Each club participants, including Camogie players, must be registered as a member of the GAA.

Camogie teams are affiliated as clubs with the Camogie associations and elect Officers as required by Official Guide (I).

Club Membership fee is not varied by reference to code played.



## **Coaching and Facilities**

A shared approach to Games Promotion and Coaching is adopted.

Fair allocation of playing facilities is made across all codes.

## **Treasurer**

Bank accounts should be controlled at Club Executive level and not by code. Consequently, the GAA Club treasurer should be the elected treasurer of Camogie Clubs.

Both the Ladies Football and Camogie associations rules specify that their association crest be on jerseys. In a dual playing club, in order to minimise cost of having separate jerseys, the jerseys could incorporate both crests.

More information can be found:

[http://www.camogie.ie/files/2017-06OneClubGuidelinesJointDocument\(1\).pdf](http://www.camogie.ie/files/2017-06OneClubGuidelinesJointDocument(1).pdf)

## **Ask for Help**

Fellow and Previous Role holders

County Secretary

Provincial Secretary

[info@camogie.ie](mailto:info@camogie.ie)

GAA Learning Portal