



[www.ulstergaa.ie](http://www.ulstergaa.ie)

# ULSTER GAA

## LEADING, SUPPORTING AND ENRICHING COMMUNITIES

### AG TABHAIRT CEANNAIREACHT, TACAÍOCHT AGUS AG SAIBHRIÚ POBAIL



CUMANN  
CAMÓGAÍOCHTA  
ULADH  
ULSTER CAMOGIE

GAA  
HANDBALL



# **FÁILTE**

**CIARAN MCLAUGHLIN – ULSTER GAA TREASURER**

**GERARD BRADLEY – ULSTER GAA FINANCE COMMITTEE**

**RUAIRI CUNNINGHAM – ULSTER GAA FINANCE MANAGER**

**PAUL SANDERS – ULSTER GAA FINANCE ADMINISTRATOR**

**MICHELLE MCALEER – ULSTER GAA HEAD OF FINANCE**



LEADING, SUPPORTING AND  
ENRICHING COMMUNITIES



# CLÁR

- CLUB ACCOUNTS TEMPLATE 2018
- GOVERNANCE – INTERNAL FINANCIAL PROCEDURES FOR CLUBS
- RISK REGISTER FOR CLUBS
- INSURANCE – MANAGING RISK
- CASC
- GDPR – EFFECTS ON YOUR CLUB



LEADING, SUPPORTING AND  
ENRICHING COMMUNITIES



# CLUB ACCOUNTS TEMPLATE 2018

- Emailed to all Club Treasurers
- Available for download on Ulster GAA website
- FAQs
- How to submit
- [PDF Form](#)



LEADING, SUPPORTING AND  
ENRICHING COMMUNITIES



# GOVERNANCE

- *Club Internal Financial Procedures guide*
- Segregation Of Duties
- Handling of Cash
- Ordering of Services & Supplies



LEADING, SUPPORTING AND  
ENRICHING COMMUNITIES



# Key Principle

## ***Segregation of Duties***

- Significantly reduces the scope for errors and oversight, as well as deliberate manipulation or abuse.
- The Club should ensure that all individuals working with funds have clear segregation of duties.



LEADING, SUPPORTING AND  
ENRICHING COMMUNITIES



# Grant Income

- All relevant information should be passed to the treasurer .i.e Letter Of Offer
- Reporting Requirements – Ensure they are adhered to!
- Treatment – Not to be net off!



LEADING, SUPPORTING AND  
ENRICHING COMMUNITIES



# Club Events

- Separate records should be maintained for each event so that a financial report can be presented to the committee.
- Cash Counting at events – never one person counting all cash



LEADING, SUPPORTING AND  
ENRICHING COMMUNITIES





# Banking Procedures

- Incoming Receipts to be banked regularly
- Amounts to be banked in their entirety
- Club monies should be held separately
- No counting of cash or preparation of lodgments to be carried out independently



LEADING, SUPPORTING AND  
ENRICHING COMMUNITIES



# Handling of Cash

Accounting for cash as it is received:

- If received in person give a receipt
- If received by mail/phone enter immediately into your system – email a receipt
- Ensure to indicate type of payment – GBP/EUR or Cash/Cheque



LEADING, SUPPORTING AND  
ENRICHING COMMUNITIES



# Handling of Cash

- Separating Individual Cash Handling Duties
- Depositing Cash Promptly
- Reconciling Activity
- Monitoring the Cash Receipts process



LEADING, SUPPORTING AND  
ENRICHING COMMUNITIES



# Ordering Supplies & Services

Estimated Value £	Estimated Value €	Delegated Authority	Tender Action Required
Below £100	Below €150	Treasurer and Chairperson/Secretary	No quote required.
£101 to £1,000	€151 to €1200	Executive Committee	Two quotations
£1,001 to £10,000	€1201 to €12,000	Full Committee	Three written quotations
£10,000 to £30,000	€12,000 to €35,000	Full Committee	Four written quotations



LEADING, SUPPORTING AND  
ENRICHING COMMUNITIES



# RISK REGISTER

- RISK – ANYTHING THAT COULD PREVENT THE CLUB FROM ACHIEVING ITS AIMS
- Loss of Finance/Funding
- Emigration
- Loss of key volunteers
- Increase in club costs/Insurance
- Lotto Payout
- Relegation
- Decreasing Membership
- Individual to each Club



LEADING, SUPPORTING AND  
ENRICHING COMMUNITIES



# INSURANCE

- **Key Document – Willis Insurance Checklist**
- **Participation in the Public Liability Scheme is compulsory on all units.**
- **It is the Clubs responsibility to take actions which mitigate risk**
- **GAA Fundraising Activities**
  - **Know which are not covered by the insurers**
  - **Inform Croke Park of all events**

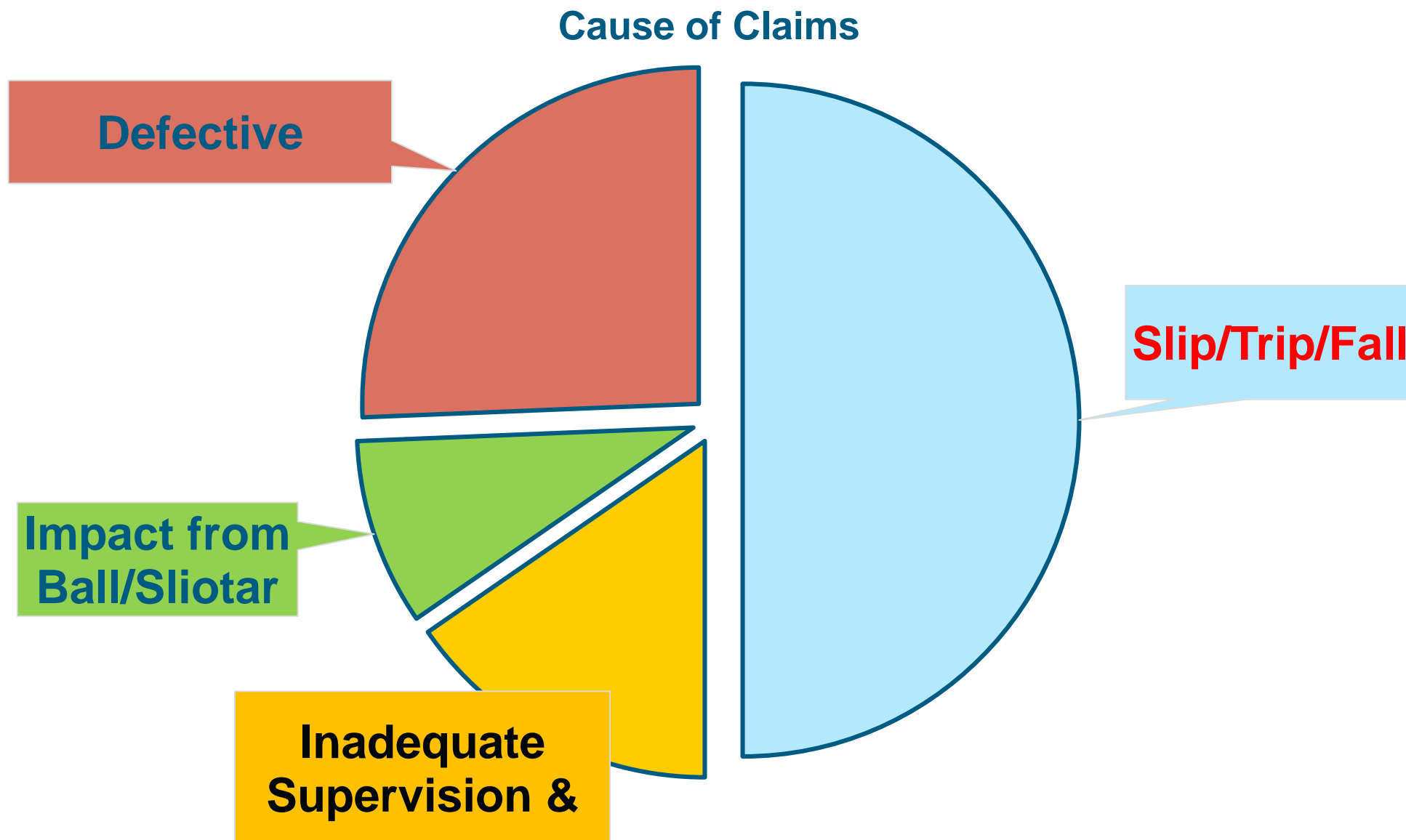


LEADING, SUPPORTING AND  
ENRICHING COMMUNITIES



# Official Fixtures/Training – key claims causations

Current 5 Year Claim cost **€3,600,000**



**Claim reserve €70,000**  
**Damages only**

**Spectator  
Shelter  
access via  
embankment  
only**





**Claim reserve  
€150,000**



**Could have been avoided if barrier footprint was fully removed when replaced**





**Minor member injured  
permanent scarring Claim  
Reserve €150,000**



**PIAB Award €108,000**



**Pictures were taken on  
the day of pre arranged  
inspection at the club**





**Standard across venues**  
**– well maintained example**  
**When ground in use supervision**  
**Key - Underage activities**





**DRUMREE GAA & DUNSHAUGHLIN GAA**

PRESENT

*Strictly Come Dancing*

CHALLENGE

**BANK HOLIDAY SUNDAY  
5TH MAY @ 8PM  
KNIGHTSBROOK HOTEL  
TRIM, CO. MEATH**

TICKETS ONLY €20  
For Further Information Contact Ronan Gogan (086 874 9234)  
or Brendan Walsh (086 335 9435)

**The Great Heath Run**

**FAMILY FUN RUN**  
**10K - 5K**  
**Chip Timed**

**Sun 21st of Jan 2018**  
at 11.00am The Heath GAA Club

More info and Registration  
@ PopUpRaces.ie

Post-Race Refreshments / Back Packs for all Entrants

	Early Bird @ PopUpRaces.ie	On the Day (from 9.00am)
10K - Chip Timed	€18	€25
5K - Chip Timed	€13	€20
Tech T-shirts - Limited Number	€7	€7
Family Fun Run/Walk	-----	€10

Sponsored by: **JK AUTOS** **ISUZU**

**COPPER FACE JACKS**

**GREAT SOLO RUN**

*"Start at Sam, Solo to Liam"*

**Croke Park  
to Nowlan Park, Kilkenny**



**operation TRANSFORMATION**

**Every Monday from Jan 22<sup>nd</sup>**

**Enniskerry GAA**

**7:30-9pm**

GAA Clubs across Ireland will be coming on board with Operation Transformation and turning on their floodlights/lighting systems between 7.30pm-9pm each Monday for a six-week period (22nd January – 26th February, 2018) as Operation Transformation returns to our screens for 2018.

**ALL WELCOME!**

**SPORT IRELAND** **Go Ireland Walking**

**The Rock Summer Fun Day**

**Duck Race**

**Bank Holiday Monday 1st August 2016**

Time: 2-4pm Duck Race: approx. 4pm

Win 2 night stay Hobson Bay Hotel Arklow, 1 night stay Breaky House Hotel Castlesbar & a Night at the Crysserod.

**You'll be Quackers Not Too!**

**Come Along And Enjoy A Great Family Day**

- Novelty events
- Juvenile football tournament
- Bouncing castles
- Numerous novelty stalls
- Animal corner for the kids to enjoy
- Tea & Coffee

**€5 a duck**  
**Why not sponsor a whole flock?**  
**€20 for 5 ducks!**

In Aid of  
**The Rock GAA Juvenile Section**  
[www.therock.gaa.ie](http://www.therock.gaa.ie)

**ST. JOSEPH'S GAA**

MC: **Rory's Stories**

presents

**LIP SYNC BATTLES**

**Saturday 19th November 2016**  
**Clanard Court Hotel**  
**Show at 8pm. Doors open 7pm.**  
**Ticket Price: €20**  
**Contact Anne: 087 2116477**

Event Services: Cecil Carter  
[www.stageserv.ie](http://www.stageserv.ie) | Ph: 086 3820105 | E: [audirentals@gmail.com](mailto:audirentals@gmail.com)

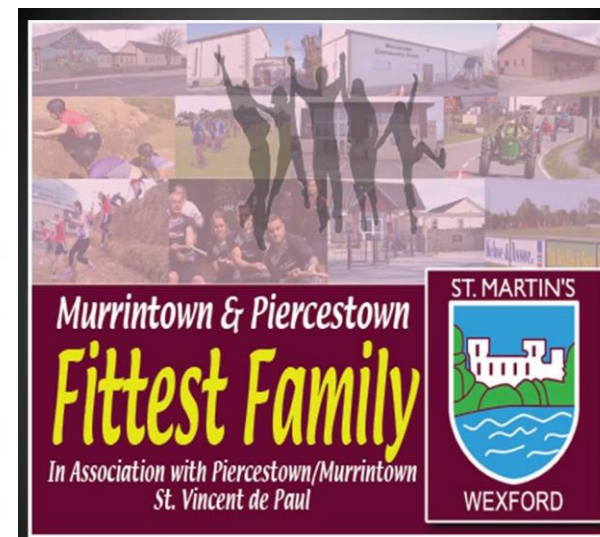




Port Bingo



Tuesdays  
8.30pm



EXAMPLES OF PERMITTED *subject to notification	EXAMPLE OF EXCLUDED
Strictly Come Dancing/ Night At Oskars / Lip Sync Battle	Inflatables / Hired Amusements
White Collar Boxing*	Boxing Kickboxing MMA events
Run / Walk / Cycle*	Tree Felling / Scrap Metal Collecting
Fittest family / Biggest Loser*	Activity Runs e.g. Mud Run/Hell & Back
Family Fun Day*	Foam Parties / Aquatic activities
Table Quiz	Equestrian Events / Donkey Derbies
Bag Packing	Quad Bikes/Go Karts/Soap Box derbies
Childrens Disco	Weddings
<ul style="list-style-type: none"> <li>• Subject to Advance notice &amp; Underwriting requirements in place</li> <li>• <u>Excess once formal claim is notified and indemnity confirmed €1,000. This is payable by the club – insurance covers claims costs above XS</u></li> </ul>	

# General Data Protection Regulation (GDPR)

---

## What is Data Protection? Why is it so important now?

Data Protection legislation is intended to:

- Protect the right to privacy of individuals
  - Ensure that Personal Information is used appropriately
  - Ensure that individuals have the ability to manage the ways in which their information is used
  - There is new EU legislation called the **General Data Protection Regulation (GDPR)** in effect since May 25<sup>th</sup> 2018
    - It sets out the privacy rights of every EU citizen
    - It outlines how a person's 'Personal Data' can and can't be used.
    - It carries significant penalties for non-compliance.
    - Civil Litigation for all negative effects on individuals, including embarrassment.
- \***NB** due to nature of complaints in relation to GAA.



# General Data Protection Regulation (GDPR)

---

## Checklist of things to do

- Ensure Awareness within Club
- Ensure Privacy by Design & Default
- Create Inventory of Data Processing Activities
- Ensure documentation is in place
- Ensure Subject Access Request and Data Breach processes are in place
- Review Access to Personal Information
  - Evaluate who has access to personal data on the GMS (Servasport) and ensure they are authorised.
  - Implement leavers process for all outgoing users **NB\* - Role Handover process must be in place. It is essential to ensure all Club Officers have returned Club information (hard and/or soft copy) once no longer in the role.**
  - Evaluate any other systems that hold member information for appropriate access

# General Data Protection Regulation (GDPR)

---

- Ensure any third parties have provided assurance on GDPR compliance and appropriate legal agreements are in place.
- Ensure Paper Forms are stored in known and safe locations and are securely locked.
- **Never share passwords or logon details**
- **Ensure any Laptops holding data are encrypted**
- **Ensure any spreadsheets and other documents are password protected**
- **Ensure BCC Function on email is used**
- **OneDrive as a mechanism to keep electronic data secure**

# General Data Protection Regulation (GDPR)

---

## Supports Available

The GAA Centrally will provide

- Access to Data Protection Officer
- GDPR Repository for GAA Clubs on the GAA OneDrive
- GDPR compliant processes (SAR, Data Breaches)
- GDPR compliant templates (Privacy Notices, Obtaining Consent, Data Privacy Impact Assessment)
- Tools to support compliance
  - GAA Membership App
  - OneDrive and Office365
- Training & Awareness for all levels of the GAA
  - **Seminars in each Province**
  - On-line training module (<http://learning.gaa.ie/courses/dataprotection>)
  - Reference Documentation on the GAA Website (<http://www.gaa.ie/dataprotection>)
  - Updates in Club Newsletter

# General Data Protection Regulation (GDPR)

---

## GDPR Repository for GAA Clubs

- All Club Officers with a '@gaa.ie' email address have access to the GAA OneDrive.
- A Repository has been set up with guidance and advice for GAA Clubs and can be accessed by logging on to OneDrive> Shared> Shared With Me > GDPR Repository

## Data Protection Seminar for Clubs

**Wednesday November 28<sup>th</sup> – invites will be sent out this week**

- Club Officers involved in processing of personal data should attend.

# CASC

- **How many Clubs here are a CASC?**
- **Updated CASC rules now contradict the GAA Club Constitution:**
  - **Rule 5.7 & 5.9 – Nomination of a new member**
  - **Rule 3.1 – Objects of the Club**
  - **Disposal of assets upon dissolution of the Club**
- **Ulster GAA have made contact with HMRC to investigate where common ground can be established.**



LEADING, SUPPORTING AND  
ENRICHING COMMUNITIES



# QUESTIONS?



LEADING, SUPPORTING AND  
ENRICHING COMMUNITIES





# GO RAIBH MAITH AGAIBH

[Treasurer.ulster@gaa.ie](mailto:Treasurer.ulster@gaa.ie)

[Gerard.bradley@gaa.ie](mailto:Gerard.bradley@gaa.ie)

[Ruairi.cunningham.ulster@gaa.ie](mailto:Ruairi.cunningham.ulster@gaa.ie)

[Paul.sanders.ulster@gaa.ie](mailto:Paul.sanders.ulster@gaa.ie)



LEADING, SUPPORTING AND  
ENRICHING COMMUNITIES

