CLUB LEADERSHIP DEVELOPMENT PROGRAMME

Getting Started as Club Secretary

learning.gaa.ie/administrator

THE CAMOGIE ASSOCIATION
An Cumann Camógaíochta

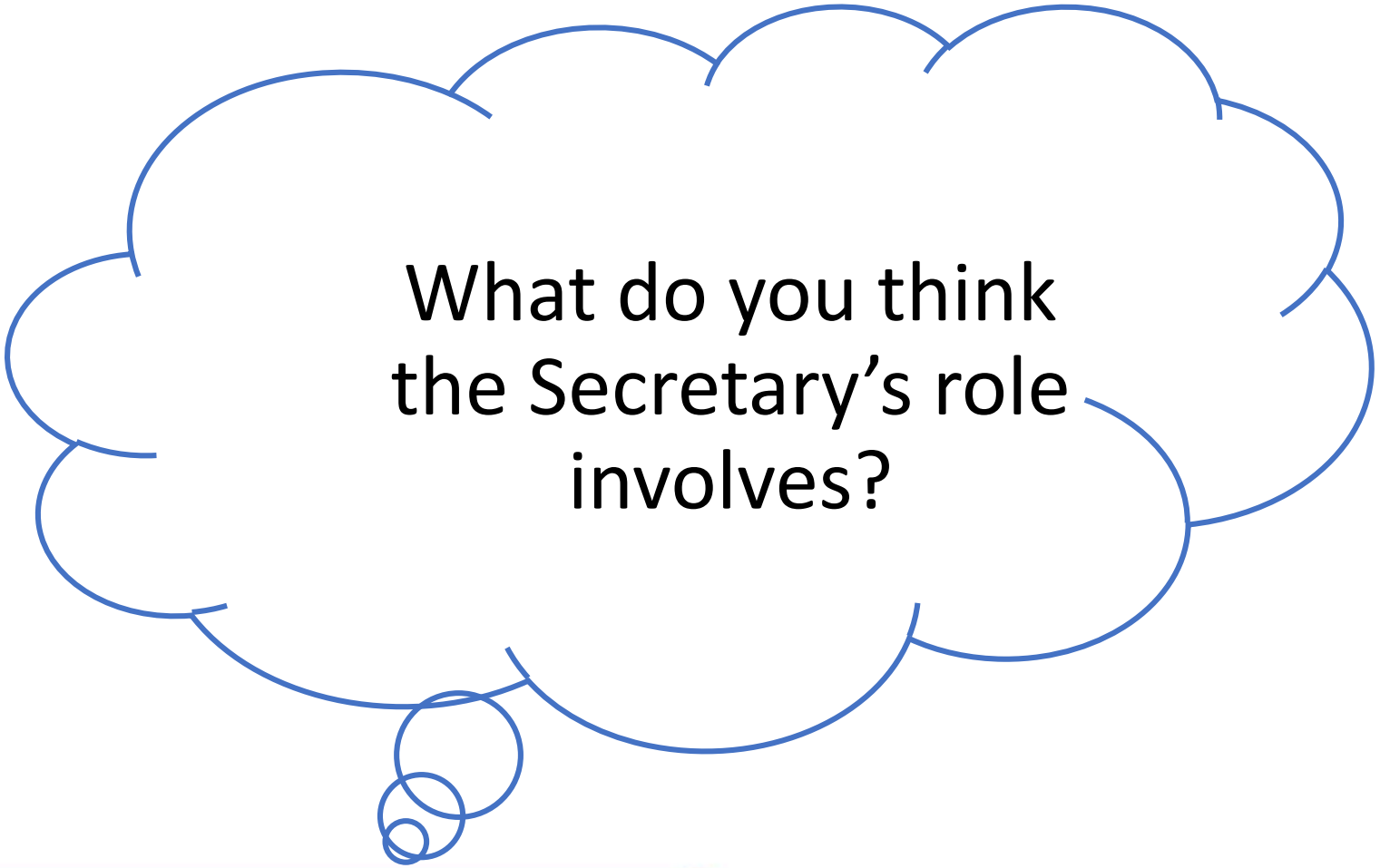
GAA WHERE WE ALL BELONG

LGFA PEIL na mBAN

Areas we will cover

1. Role Overview
2. Effective Meetings
3. Communication
4. Basic Administration Duties
5. Additional Resources and Supports

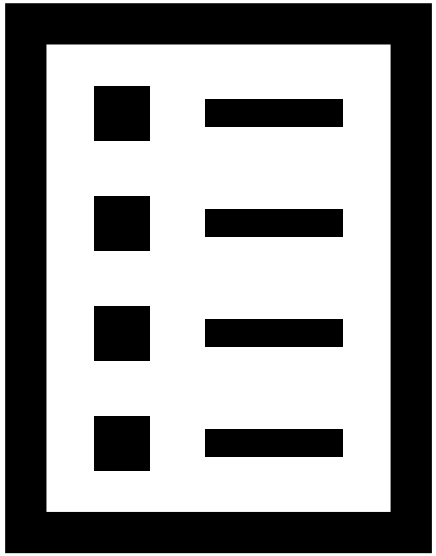
1. Role Overview



Role Description

Duties

1. Administration
2. Meetings
3. Communication
4. Club Planning



Common Qualities and Skills

Enthusiasm and dedication	Dedicated club person
Leadership skills	Minute-taking skills
Good listening ability	Computer skills
Effective communicator	Negotiating skills
Clear thinker and positive attitude	Committed and passionate
Able to delegate and empower	Honesty and integrity
Well-organised	Patience and confidentiality

2. Communication

Your Role in Effective Communication

"The Club Secretary plays a pivotal role in effective communication both inside and outside the Club."

Stakeholder Map

Who?

What?

How?

Communications Plan

Who	What	How	Responsibility
Managers, Players, Supporters	Fixtures from County Secretary	Email Text Social Media	Secretary & PRO
Executive Committee	Agenda for Club Meeting	Email	Secretary
Fellow Officers	Notification of a Hearing	Email	Secretary
All stakeholders in Club	Club Newsletter	All Media	PRO

3. Effective Meetings

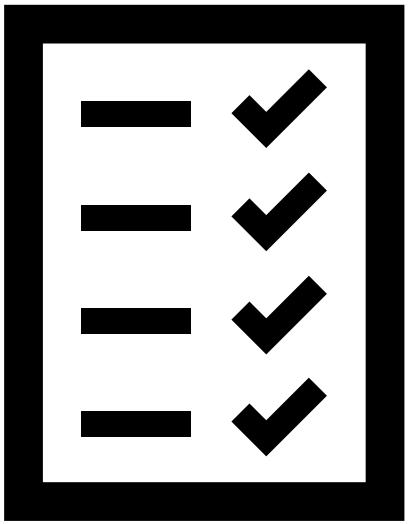
Group 1 - Key tasks to prepare

Group 2 - Features of ineffective meetings

4. Basic Administration Duties

Administrative Task Checklist

1. Refer to the ‘Administrative Task Deadlines’ checklist for your organisation
2. Take 10-minutes to scan all sections
3. Note follow-up actions



Some key points

Safeguarding of Children / Young People

Complete Child Safeguarding Risk Assessment

Adopt Club Safeguarding Statement

Notify County Committee of Club Children's Officer contact details

Appoint Designated Liaison Person and ensure name is on display

Membership and Registration

Ensure collection of annual Club subscription fees by due date

Ensure registration of all members inc. players using online system

Submit annual membership fees

Register players before training and at least three days before a game

Ensure that all players and members involved in training, managing and coaching teams are aware of the injury fund terms and conditions

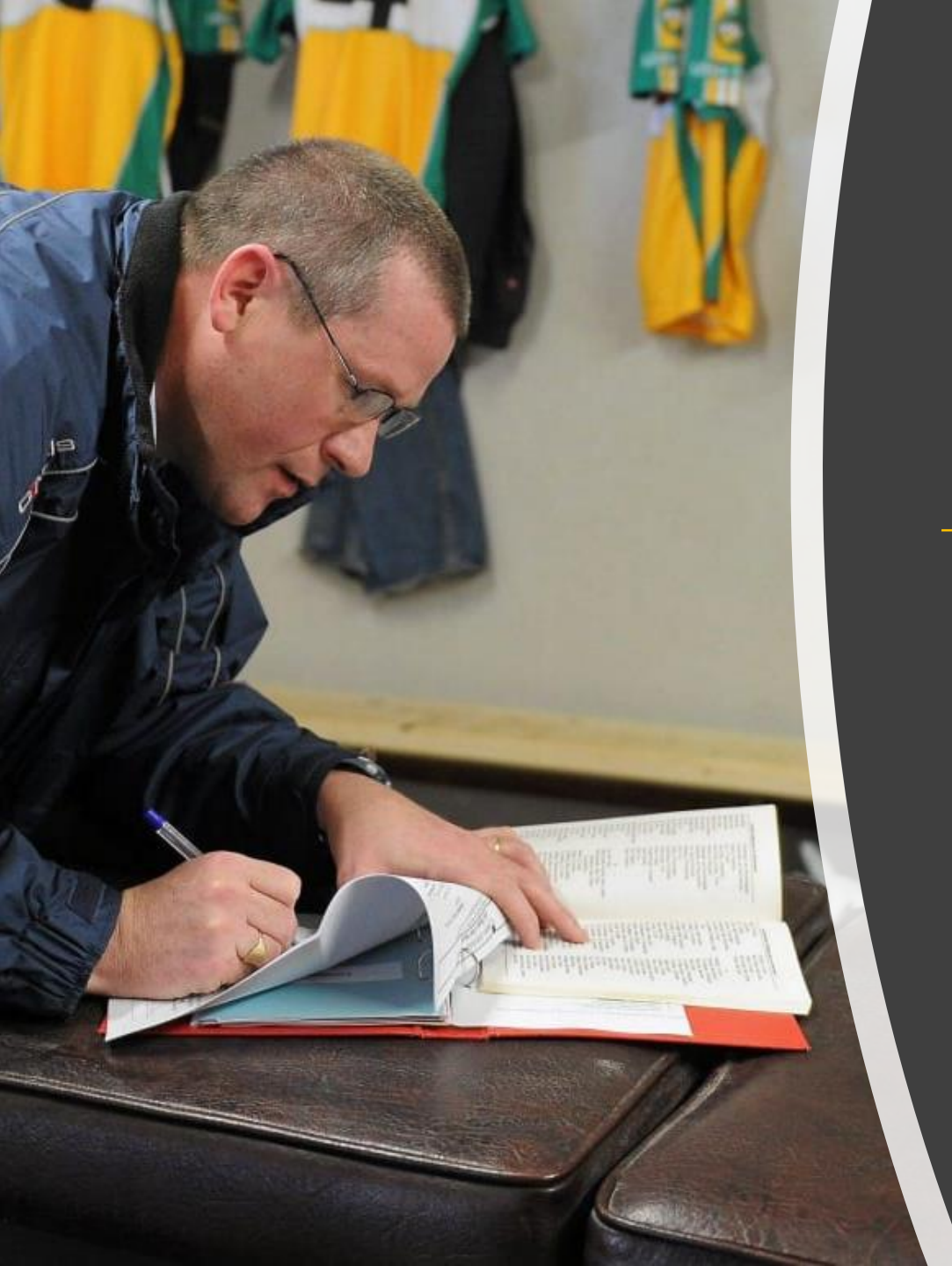
Club and Team Affiliation

Communicate Club Executive Committee composition

Affiliate annually with County Committee

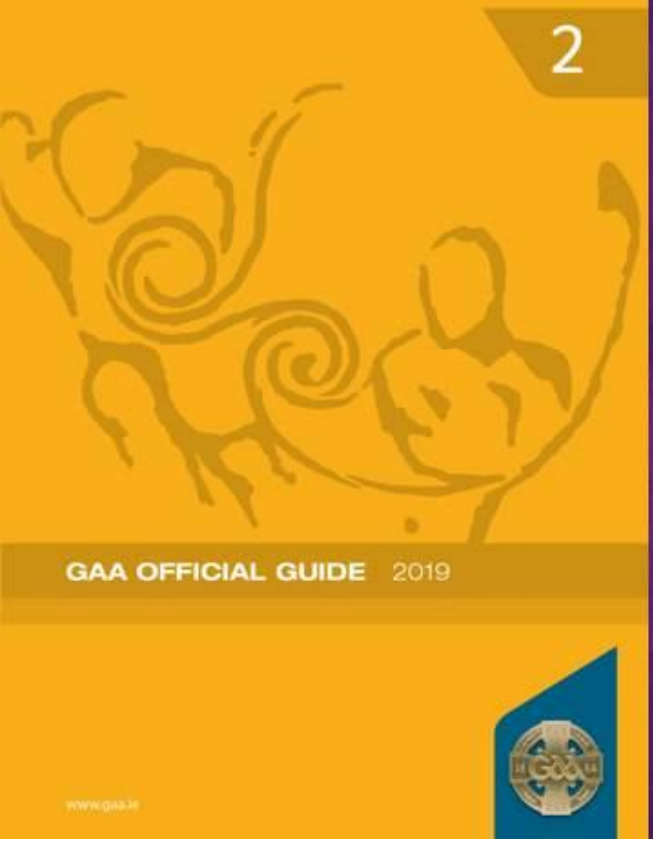
Pay annual affiliation fees for the Club and teams

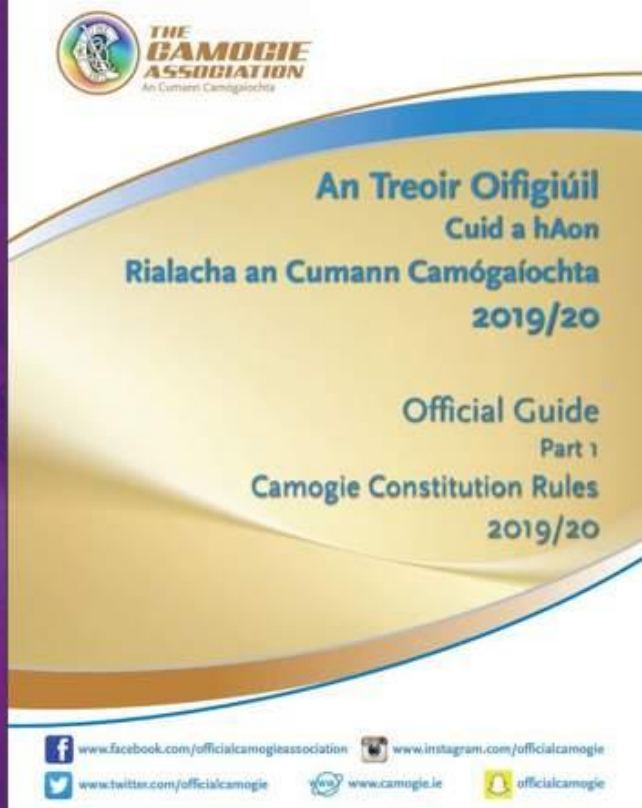
Ensure that all teams do not participate in any training, competition or game whatsoever unless they are in compliance with the terms and conditions of the Injury Fund.



Administration of Club Games

Ensure that team sheets are signed and submitted in accordance with the rules of the relevant organisations.





Club Constitution and Rules

- Adopt Official Club Constitution and Rules (GAA only)
- Ensure amendments are approved by the County Management Committee (GAA only)

www.gaa.ie **www.ladiesgaelic.ie** **www.camogie.ie**

Correspondence and Communication

Direct official Club correspondence through Club Secretary

Notify Committee-in-Charge of competitions of who will sign team sheets

Use official organisational e-mail address for correspondence, e.g. secretary.stmarys.donegal@gaa.ie

Playing Eligibility and Transfers

Ensure that all players are registered members of the Club and Association

Ensure that players are registered before they train or play with any registered team

Ensure that players meet the correct age criteria

Ensure that transfers and sanctions are completed in line with the Official Guide

Ensure that Sanction applications are approved by the relevant deadlines

The Club AGM

- Hold AGM by 30 November (Where possible)
- Give 28 days notice & circulate documents 10 days' before AGM
- Return accounts within 4 weeks

- Hold AGM by 1 December
- Ensure Full Member registration by 1 September
- Ensure members are notified of AGM time and venue at least 5 days before

- Hold AGM by 15 November
- Ensure Full Member registration 3 months before AGM
- Forward forms 5 weeks before AGM
- Forward documents 10 days before AGM

County Convention

- Return nominations for Officer roles at least 4 weeks before the Convention

- Submit motions to the County Secretary at least 4 weeks before

- Return nominations for Officer roles at least 2 weeks before the Convention

- Submit motions to the County Secretary at least 2 weeks before

- Return nominations for Officer roles at least 3 weeks before the Convention

- Submit motions to the County Secretary at least 3 weeks before

5. Additional Resources and Supports

Sources of Information

- Fellow and Previous Role Holders
- County Secretary
- Central and Provincial Staff
- Official Guide and Club Constitution
- Club Support Manual
- Learning Portal

GAA Learning Portal

- View additional workshops
- Register for events
- Download or print resources
- Access IT helpdesks

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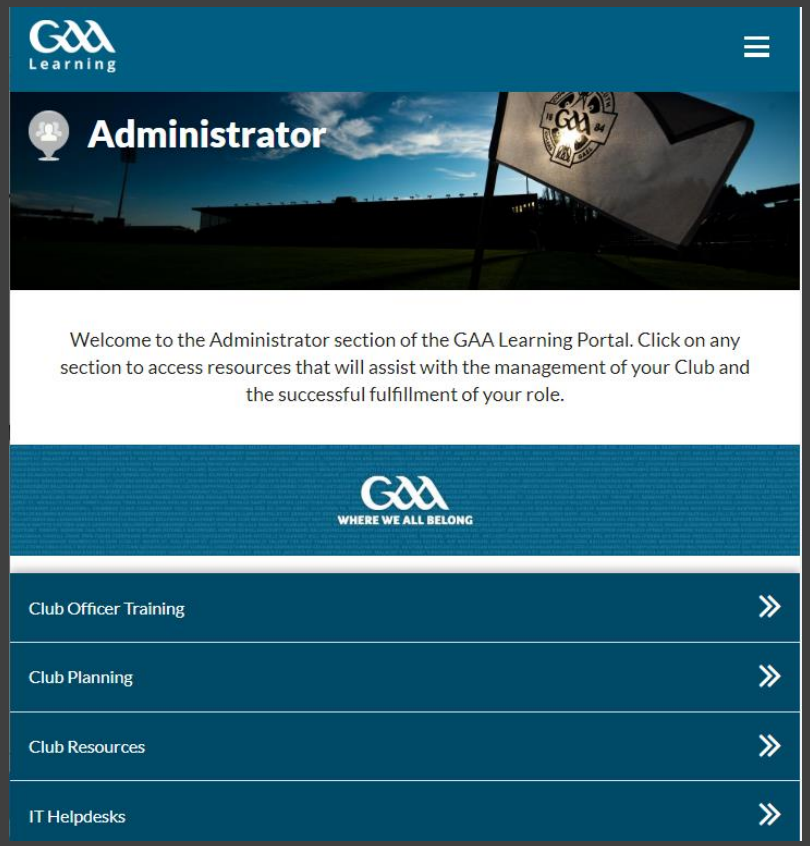


Key Learning Files

Role Descriptions

The Official Guide and Club Constitution

The Club Support Manual

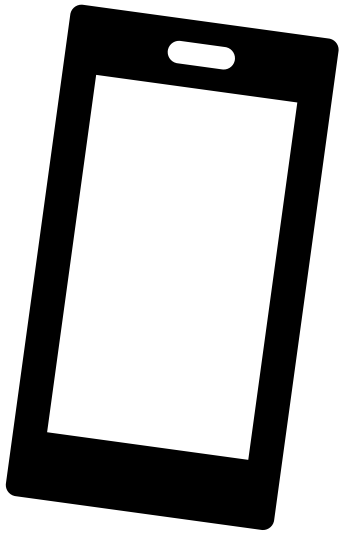
Templates for Agendas, Minutes, Motions, etc.

Code of Behaviour (Underage)

What did you think?

- Please take two minutes to give feedback – learning.gaa.ie/OfficerFeedback

- All respondents will enter a draw for 2 tickets to the Football or Hurling League Finals of your choice in 2020



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