

ST PETER'S GAA CLUB

DUNBOYNE



Club Standard Operating Procedures

Members Handbook



Introduction

St Peters GAA Club ('The Club') is an active and growing sporting organisation operating at the heart of our community since 1902. With over 1200 members, including over 600 playing members participating in our games, the successful running of our Club is dependent on the contribution of many across a number of areas of Club life. These structures are outlined in appendix 1 (page 12) and set out the various units of our Club, including roles and responsibilities of our Club officers. All members are encouraged to familiarise themselves with these structures, including key contacts, to assist our mentors in the running of our teams and the effective operation of Club activity.

The most important activity in any Club is the playing of our games. The Club strives for excellence in terms of the coaching provided to its players and in terms of the quality of playing activity that each player receives.

We aim to achieve excellence in coaching standards and in providing games for our young players in a safe and enjoyable environment.

Our success as a Club will be largely defined by the numbers of young players playing our games - not the number of underage trophies we secure in any given season. Participation in our games not only supports the physical and social development of our young players, but ultimately impacts sustainable achievement in adult competition. The role of our mentors is an invaluable one and is central to our success as a Club.

The purpose of this document is to provide a common sense approach to the planning and playing of our games within the Club which in turn support the effective running of our Club, and our overall Games Development objectives.

While this document has been carefully compiled, it is accepted that it may not legislate for every situation, and it is expected that the spirit of the document should be adopted by Club members as we work to achieve best practice. This will necessitate **strong communication and cooperation** from all involved in the running of our games.

To reinforce our strength and continued progress as a Club, it is essential that all members, mentors and officers of the Club operate as **'One Club'**.

This document should be read in conjunction with the Clubs Standard Operating Procedures (SOP) which provides more detail relevant to the playing of our games including the Clubs Code of Practice.

Both these documents are available to all members via the Clubs website.



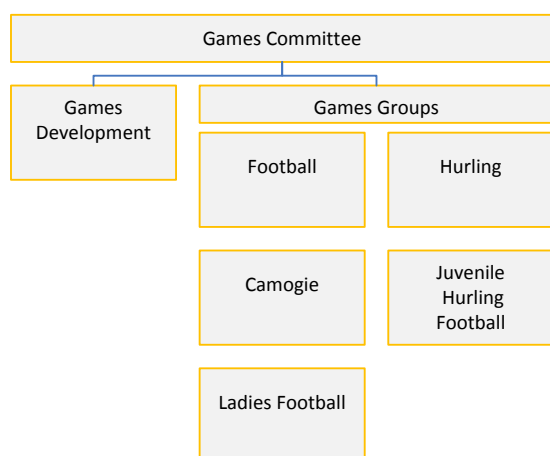
Our Structures: Games Committees

Our Games Groups comprises of 5 sections, each organised into separate sub committees who have responsibility for the day to day administration and promotion of our games.

- The **Football** subcommittee - coordinating all Football activity from under 14 to Adult.
- The **Hurling** subcommittee - coordinating all Hurling activity from under 14 to Adult.
- The **Camogie** subcommittee - coordinating all Camogie activity from under 5 to Adult.
- The **Ladies Football** subcommittee - coordinating all Ladies Football activity from under 5 to Adult.
- The **Juvenile** subcommittee- coordinating all Football & Hurling activity from under 5 to under 13.

Responsibilities will include membership, fundraising, games promotion and maintaining/managing training & match related equipment. Each section will, through active engagement with mentors, ensure that there is a balanced programme of games and training in place and that all players get an opportunity to play and participate.

All sections will ensure that all games related activity is managed in line with the Clubs SOP.



The coordination and governance of all Games related activity within the Club is managed by the Clubs **Games Committee**, comprised of a Chairperson (appointed by Executive), Chairpersons, Secretaries and County Board delegates from our five Games sections, and our Games Development Officer.

The Games Committee is responsible for the following:

- Oversight of player welfare considerations, and in particular ensuring the appropriate management and welfare of dual players.
- Coordinating our overall Games Calendar, including pitch allocation for training and matches.
- Oversight of the selection of team mentors across all codes, in advance of ratification by the Clubs Executive.
- Oversight of games related governance, including Garda vetting for team mentors, and player registration.

Games Development will be chaired by the Clubs Games Development Officer and will be responsible for the management and support of the Clubs GPO and will oversee the Clubs Games Development Plans, covering four key areas –

- Coaching Excellence and Education
- Skills and Games Development
- Club and Schools Alignment
- Player Retention and Progression



Mentor Ratification

The Chairperson, Secretary and Vice-Chairperson of each Games Sub-Committee (Mens Football, Ladies Football, Hurling, Camogie and Juvenile sections) will be responsible for appointing team managers and mentors for teams within each code.

All management teams will be subsequently ratified by the Clubs Games Committee and the Clubs Executive. In line with the Club constitution, Senior Managers must be ratified at the Clubs AGM. All mentors (new and existing) will be reviewed by the Clubs Games Committee in conjunction with the individual codes on an annual basis.

Team Management Guidelines

The following are a set of operating procedures for Team Mentors and provide information, guidelines and requirements to support the effective running of our teams. These are not intended to be an exhaustive list and any queries or additional information required should be directed to your **Games Section Chairperson or Secretary**.

Membership

- Team Mentors are advised that it is imperative that the team management and players are fully paid up members of the Club. Players who are not fully paid up members will NOT be covered under the club player injury scheme. Furthermore, the playing of an unregistered player is in contravention of GAA rules and will result in sanctions.
- Team Mentors are responsible for ensuring that all panel members and mentors have paid their membership by the appropriate deadline –
 - Men's Football, Camogie, Hurling & Juvenile sections: 31st March
 - Ladies Football: 31st May
- After these dates, no player is permitted to play or use Clubs training facilities.
- For convenience, the Club has an online registration facility which can be accessed via the Clubs website.
- All queries in relation to membership should be directed to the Games Section Secretary or Chairperson.

Matches

- Mentors of Mens/Boys Hurling and Football teams should email the Club Secretary (Secretary.DunboyneGAA@gmail.com) of any challenge matches giving details of age group, opponents, referee's name, time and venue. The secretary will then notify the County Board Secretary. 3 working days' notice is required for challenge matches within the County, while 5 working days' notice is required for matches outside the County.
- Ladies Football & Camogie mentors should email their Games Secretary with details of any challenge matches giving details of age group, opponents, referee's name, time and venue.
- Mentors should keep a record of match & training attendance. Players should be required to notify their coach if unable to attend training or matches.
- All team mentors must have a team sheet, which should be filled in with full list of panel in Irish, except for Ladies Football which can be detailed in English using the official book. Players are numbered on this sheet on the day of the match and must play as numbered. Two signed copies to be given to the referee with the appropriate fee before the start of the game.



- For convenience, a club team sheet template can be used. A soft copy of this team sheet is available from the Clubs website. It is recommended mentors complete this master template with the names of their panel prepopulated.
- Where the referee is not appointed by the County Board, mentors must obtain a referee for home matches from the official referee's listing. This listing is available from the Clubs website
- Referee's fees and entry fees for blitzes/tournaments can be reclaimed via Club Expenses forms. All expenses must be submitted routinely during the year (at least quarterly and no later than Oct 31st. This form is available from the mentors corner on the Clubs website
- Where numbers allow, full age players should be given priority over a player from a younger age group when selecting panels and teams. Commitment & dedication should also be used as a measure for selection. This should be the basis of our selection policy for ages up to and including 16 years of age. Any request to deviate from above must be ratified by the relevant Games group.

Our Players

Ultimately as a sporting organisation our main focus and priority as a Club is the development of our players and our teams, and ultimately success in competition for our adult teams. As a Club, we will strive to provide the environment to support these objectives.

To that end, our players are central to the activity of our Club and it is important that we encourage and support our teams as representatives of St Peters.

Over the course of a player's career, significant time and effort is spent by many from across the Club to provide and maintain proper playing facilities, organising the running of our teams, and the administration of our games.

Player participation in our Club needs to extend beyond representing the Club in games or using the Clubs facilities for training.

As members, we are all privileged to be part of our Club. We have a collective responsibility to support the continued growth and development of our Club through a **culture of involvement** and giving back.

As such, our players should consider ways in which they can contribute to the development of our Club and to this culture of involvement.

- Participate in a roster of coaching our underage teams and academy.
- Once finished playing, take a team for a period of time.
- Acknowledge the work of those around you who make it possible to play our games.
- Acknowledge those who support your team.
- Respect our facilities.
- Attend our Clubhouse after games.
- Support other teams in the Club in all codes.
- Support our fund raising efforts during the year.

The standards of conduct expected from our players and mentors are set out in the Clubs Standard Procedures and should be read in conjunction with this document.



Games Finance

The cost associated with the running our teams is significant and needs to be carefully managed by all. These costs include the maintenance of our pitches and dressing room facilities, team affiliation fees to the County Board, referee fees and the provision of team gear and equipment. These costs are far in excess of player membership fees and so fundraising and the control of expenditure are a necessary part of Club activity.

Expenditure

- Each Games Section is required to plan a budget of expenditure at the start of each season to be provided to Clubs Treasurer.
- The purchase of any equipment (training & match related) must be requested through the relevant Games Section Chairperson, who must get approval from Club Chairman or Club Secretary.
- The purchase of equipment or team gear will be managed centrally and distributed to the relevant Games Section Chairperson or Secretary. Under no circumstances should equipment be purchased outside of this process.
- All equipment purchased remains the property of the Club and mentors are required to take care to manage allocated team equipment.
- Each section must undertake a stock-take of all equipment at the end of the season, and ensure all relevant equipment is passed on to the incoming manager.
- All expenses must be approved by the Games Section Chairperson and/or Secretary **before** purchase.
- Claims for all expenses incurred should be submitted via a Club Expenses form, vouched where appropriate. Expenses must be submitted at least quarterly and no later than 31st October.
- Out-sourced match day Physio's for Adult teams will be considered on a case by case basis. All teams are encouraged to have a trained first aid club member in attendance at matches. The Club will schedule First Aid training throughout the year to facilitate this.
- Teams are encouraged to use the Club facilities for post-match refreshments. While teas and coffees can be arranged upon request to the Bar Officer and/or your Games Section Chairperson, volunteer catering must be used as a first option. No use of bar stock is permitted. In exceptional circumstances, out sourced catering requests will be considered but must be pre-approved by Games Section Chairperson.

Fund Raising

- Fund raising is an essential part of Club activity to enable us to meet the running costs of our teams and infrastructure (pitches, etc.). All sections are required to proactively participate in Club fund raising activity. The following points should be observed -
 - All fundraising events must be approved in advance by the Executive to ensure any events, including target sponsors / donors are identified.
 - All funds raised on behalf of the Club (and/or team) must be lodged to Club accounts through the Club Treasurer.
 - Any funds raised are not automatically ring fenced for equivalent team expenditure. Any expenditure needs to be assessed as reasonable and on its own merits.
- All Codes, working with the Clubs Fundraising Committee, are charged with heading up a minimum of one fundraiser per year. We would ask that all mentors participate in the promotion of their section fundraiser and more generally engage with and support the Clubs broader fundraising efforts.
- Over the course of the year, the Club will run a number of Club-wide fund raising activities, including general social events in the Clubhouse. Mentors are asked to encourage parents and, where appropriate, players, to participate in these events which often have the added benefit of building up engagement between Club members.



Coaching Best Practice

Mentoring Underage Players

- Team mentors and members working with underage players (up to 17 years of age) must be Garda Vetted. Garda Vetting details can be obtained from Children's Officer and/or Games Section Secretary. All applications are processed online.
- Team Mentors should never enter a dressing room alone. Always ensure you have another mentor or parent with you.
- Team mentors should treat all players equally regardless of age, gender, ethnic/cultural background, religion, sexual orientation, or ability.
- If worried about a player's behaviour, mentors should discuss their concerns with the Children's Officer.
- Remember as a Coach you are in charge of training session. Appoint assistants or ask parents to stay to avoid being alone at a session.
- Ensure the safety of players is paramount at all times.
- Make sure all players are included and suitably challenged during sessions.
- Keep note of any safety related incidences/accidents that occur during sessions and ensure they reported in writing to the Club Secretary.
- Mentors should keep a record of training attendance. Players should be required to notify coach if unable to attend training.
- Players not showing commitment to his/her own age group, should not play for the older group. Regular attendance at training sessions should be taken into consideration when selecting teams.

All mentors

- All team mentors must acknowledge that they have read and understand Club's Code of Practice. Signed acknowledgement to be returned to Games Section Secretary.
- In order to comply with the Code of Practice, no coach should work alone with a team. It is imperative that all female teams must have at least one ADULT FEMALE mentor at all times. This is vital for the safety of both the players and the coaches.
- Coaches should develop a good understanding of the GAA Coaching Manuals and ensure that they have the appropriate coaching certifications.
- As a minimum all coaches should have attained Foundation. All lead coaches must work towards Level 1.
- It is mandatory for all players to use a mouth guard in all Gaelic football matches and training sessions.
- All Club hurlers must wear a helmet with faceguard at all times when holding a Hurley on the pitch for matches and/or training sessions.

Communicating with Players

- Team Mentors should seek contact details from parents of underage children (up to 17 years of age). No direct contact is allowed without written parental consent.
- Be aware of the Club Policy on texting underage players and should only use group text. For underage players on adult teams, parents contact details must be included in all communication.
- Clearly communicate training schedules and Match fixtures to parents & payers with sufficient notice.



Dual Players

The Club promotes Football, Ladies Football, Hurling and Camogie on an equal basis. It is important that the Club operates as one unit where the aims and objectives of different codes, teams and players are aligned.

The application of these rules should be based on a common sense and cooperative approach. All mentors need to recognise that the current ranking or priority rating of a team may not be the case in the future. Competition should be with opposing Clubs and not among teams within the Club.

Under no circumstance should the player be placed in a position of conflict between teams. No player should be made choose a code by any manager.

Ongoing **communication** between mentors and the relevant games groups is essential to ensure the effective management of our dual players and the avoidance of any potential conflicts.

In the first instance, Team Managers / Head Coaches are expected to liaise with each other to ensure ongoing communication and planning occurs throughout the year to support the effective management of dual players.

In cases where consensus cannot be achieved between Team Managers / Head Coaches, they should work with the respective Games Chairpersons to discuss and arrive at a reasonable solution. If in the unlikely event a dispute remains, the matter will be referred to the Games Committee who will make a final decision as appropriate.

The following rules should be applied to ensure dual players are not compromised and conflict situations are avoided:

- Dual players should be facilitated to attend training session at each code as appropriate.
- In the week prior to a Championship or League play-off game the player(s) will be available solely to that code for the purposes of training.
- Prior to a League game, players should attend the preceding training session in that code. No dual player shall be asked or expected to play in a Challenge game 3 days prior to a League game in the other code.
- No dual player shall be asked or expected to play in a Challenge Game in the week prior to Championship or League play-off game.
- No dual player should be expected to play in a Cup Competition on the same day as a League or Championship fixture in the other code.
- No dual player should be asked or expected to train with the other code in the day preceding a League game.
- Work, school, college and exam schedules should be taken into consideration when agreeing attendance levels at games and training across both codes.
- Any concern or request to deviate from above guidelines should be raised with Games Committee Chairman and will be discussed with all parties. The Games Committee decision is final.



Playing Gear

- The Clubs Executive has established an official range of club wear, including a standard jersey.
- Club wear is available from the following designated outlets – Dunboyne Sports and Leisure and the Clubs online shop via the Club website.
- The ordering of gear for a team must be pre-approved and managed centrally as outlined of page 5 of this document (Games Finance).
- The reproduction of the Clubs crest on unofficial gear is not permitted.
- All management teams are requested to ensure that all players from u12s up wear club shorts (or skort), club socks, and official team jerseys for all official matches.
- It is important that all teams are appropriately toggged out in the proper gear. At all times the image of the Club as portrayed by members must be positive.
- In the event that a team sponsor wishes to purchase gear for a team, this should be discussed in advance with the Games Section Chairperson and / or Secretary and approved in advance by the Club Chairperson and /or Secretary.

Games Promotion / Match Reports

- Communication is an important part of the promotion of our games and engaging with our members and the broader community.
- All communication related to Club activity should seek to support our brand and image as a sporting organisation as well as informing members and non-members about our activity and achievements.
- The Club uses a number of official channels to promote its activity including the Clubs website (www.dunboynegaa.ie), social media (Facebook, twitter) email, notice boards and local newspapers.
- Where appropriate, the Club will also use signage at appropriate points in the Village to advertise upcoming events and games.
- Each Games Group has an appointed PRO who coordinates closely with the Club PRO. Mentors are requested to work closely with their respective Games PROs to promote upcoming games as well as filing match reports for broader publication as appropriate.
- Team mentors should appoint an individual (mentor or parent) to record and submit match reports to the Games or Club PRO via a designated email address (PRO.dunboynegaa@gmail.ie).
- A match report template is available from the mentors corner on the Clubs website.
- Under no circumstances should members use communication channels to bring the Club or other Club members into disrepute.
- The misuse of social media can have significant implications for the reputation of the Club and / or its members and any breach of the Clubs Policy on Communications by a Club member may necessitate further action up to an including under the Clubs Disciplinary Procedures.



Injury Claims

The Club uses the GAA Medical Injury Claim Scheme (1) run by Willis Ireland for all male playing members. Ladies Football is covered by a scheme administered by the LGFA (2). Camogie is covered by a scheme administered by the Camogie Board (3).

Risk is an inherent factor in sport, as in life. When members voluntarily take part in Club activities, they accept the risks that such participation may bring.

These injury schemes do not seek to compensate fully for injury but to supplement other schemes such as Personal Accident or Health Insurance.

Ultimately, the responsibility to ensure that adequate cover is in place lies with the individual member, commensurate with his/her specific needs.

GAA Medical Injury Scheme (1)

The GAA Medical Injury Scheme (1) is funded entirely from Club and GAA funds with no outside (e.g. insurance) involvement. There is no legal obligation on the GAA to provide such a scheme

- There is no Insurance fund available to cover medical expenses.
- St Peters GAA subscribes to the “GAA INJURY BENEFIT FUND” which is administered by WILLIS Insurance.
- This fund only covers unrecoverable expenses for inpatient & outpatient hospital procedures for injuries arising from participation in or related to Club activities (e.g., training/games)
- The Claimant must be a fully paid up member at Juvenile or Adult level when the injury occurs.
- This fund only provides cover for unrecoverable losses up to a max of €4500, subject to the acceptance of a claim by WILLIS.
- All other expenses and / or excesses are the sole responsibility of the player.
- This fund does not cover pre-operative physiotherapy.
- When approved by WILLIS, the Club will assist in the advance payment for surgery and will require full repayment upon receipt of payment from WILLIS
- The Club will pay the 2nd €100 cost for pre-operative physiotherapy as a first & final payment for an individual injury. The Club will only cover this cost via PMC PHYSIO OR RATOATH SPORTS INJURY CENTER.
- The Club will cover the cost of an A&E charge. All subsequent hospital related claims must be submitted via relevant WILLIS claim Form.

Process

- All injuries incurred during matches should be reported to the referee at time of injury.
- The injured player must complete an Injury Claim form. Forms can be downloaded from http://www.willis.com/sites/ireland/GAA/is_forms.htm. or via the Clubs website. This form must be stamped by the doctor or dentist attending, stating the nature of the injury. Original receipts from the above must accompany the form.
- All claims forms must be signed by the claimant and mentor and then forwarded to the Clubs Insurance Officer for processing and record keeping and processing with the Insurer. All receipts must accompany the claim form.
- Claims can only be processed in accordance with guidelines set out by WILLIS. Please note that incomplete forms or missing information (eg receipts, referees reports) will result in the non-approval of a claim by WILLIS.
- Disputes regarding claims must first be discussed at the relevant Games Sub-Committee. The claimant has a right of appeal to the Games Committee prior to final decision being made by Club Executive.



Ladies Football Injury Scheme (2)

The following is a summary of the Ladies Football Injury Scheme (2). Full details can be accessed at the following link. www.ladiesgaelic.ie/players/injury-fund/

What is the Injury Fund?

- The injury fund is an injury scheme and NOT an insurance scheme and does not seek to compensate fully for injury, rather to lessen the hardship to players and officials. The fund should supplement other schemes where applicable, i.e. VHI, LAYA, etc.
- The Injury Fund covers those in the fund for injuries sustained in an official competitive or challenge game or an official and supervised training session
- All players must be registered to the fund.

What are the Benefits of the Scheme?

- Dental: Unrecoverable dental expenses up to a maximum of €3000
- Medical: Unrecoverable medical expenses up to a maximum of €5000
- Physiotherapy sessions shall be limited to a **maximum of 6** sessions. If subsequent sessions are required a full report must be submitted by the registered chartered physiotherapist or physical therapist. Further payment will only be considered on receipt of this report. Physiotherapy is required to be carried out by individuals with an appropriate third level qualification, who are members of a regulatory professional body in line with their qualifications and who have appropriate insurance/ indemnity.

What is the Procedure if a Player requires Private Treatment?

- Private treatment is defined as any treatment that is paid outside of the public health treatment system.
- **Prior permission from the Games Chairperson must be received in advance.**
- Any request for private treatment must be supported by documentation from a Medical Practitioner to show reasons why private treatment is necessary.
- Private Treatment involves a step by step procedure
 - Permission to see a Consultant – send Doctors letter to Head Office
 - Permission for a MRI scan – send consultant letter to Head Office
 - Permission for surgery – send results of MRI and consultant letter to Head Office
- If a submitted claim is not fully documented, the necessary documents may be requested by the Insurance Officer, or declared void
- All payments are made directly to the applicant

What are the Main Guidelines for Players?

- Report any suspected injury to your team manager immediately.
- When completing the Application Form, print your name, address and club clearly under Section 1
- Ensure permission is sought for private treatment
- A copy of all forms, receipts, letters, etc sent should be kept and any correspondence received should also be kept
- Where a preliminary claim has been submitted, a report and update on the claim must be submitted within one year from the date of the preliminary notice to validate the claim
- All claims for which preliminary notices have been received must be lodged and validated within two years of the original preliminary notice except in exceptional circumstances
- Injury claims will be monitored on a claim by claim basis and a player who plays while receiving treatment may have her claim disallowed.



What are the Key Guidelines for Officials / Managers?

- Report any injury to match official immediately
- Ensure all injuries are reported to injury claims secretary
- Ensure all details on form are completed and in order prior to forwarding claim
- Ensure forms are forwarded on time
- Ensure a plentiful supply of all forms are available and accessible for all players
- Establish a register of claims for your own records

Camogie Insurance Scheme (3)

All juvenile and adult Camogie players registered with the Club will participate in the Aviva Sports Personal Accident Insurance Scheme should they incur an injury while training or playing for the club.

How to claim:

- All claims should be notified to the Clubs Insurance Officer within fourteen days from the date of injury, by completing a minimum of the first two pages of the claim form and returning to Niamh.
- If you have private medical insurance, you must send all of your receipts to your provider first. They will then give you a statement of account showing what they will and will not cover. This should then be submitted through the relevant player injury scheme. Please keep a copy of your receipts as these will not be returned by you insurance provider.
- Please be aware that all new players who have joined the club mid-season need to be added to the insurance policy. Please contact the club insurance officer and provide them with your name and date of birth. Otherwise the player will not be insured if they sustain an injury. (Please do not assume that the club registrar has done this).
- All claims must be reported within 60 days from the date of injury, by completing at least the first 2 pages of the claim form and submitting to sportspa@gogans.ie
- Medical expenses incurred up to 12 months from the date of injury are covered by the scheme, subject to the conditions of the scheme being met.
- All subsequent outstanding claims documentation must be submitted within 15 months from the date of injury.
- All Physio claims must be referred by a medical practitioner.
- A copy of the referees report must be returned with all claim forms. If the injury did not occur during a match, a letter from the Club Secretary must be provided confirming the player was injured as part of an official club training session / activity.

Claim forms for all schemes (1, 2, 3) are available on our Club website under in our mentor's corner.



Guidelines for use of our Pitches

The following guidelines will apply to the use of our pitches (Rooske, Castle 1 & Castle 2) and facilities:

Facility Care

- The Castle Pitches (Castle Pitch 1 & Castle Pitch 2) are sand based with underground irrigation and drainage just below the surface. These pitches take longer than traditional pitches to recover from misuse and require regular resting periods to remain in top condition.
- The allocation of pitches for all training and games is coordinated by the Club Secretary. The Rooske Pitch is reserved for games only. No training should take place on the Rooske Road Pitch without the permission of the Club Secretary.
- The Grounds Subcommittee will decide if our pitches are playable. If any pitch is unplayable, the Grounds Committee will inform the Club Secretary who in turn will contact impacted Team Mentors.
- All drills, runs, shuttles, etc., and intensive warm ups that may cause damage to the playing surface of the pitch must be carried out on identified locations off the pitch (between the two Castle pitches or on the back pitch at Rooske).
- Conditioned games should be played across the pitch where possible. This will protect the goal-mouths, which are the most susceptible areas to damage.
- Any team using our pitches for games must put up nets and flags and also take them down after the game. Nets / Flags must be tidied away and accounted for in their correct allocated location.
- The goalmouth guard must be replaced and locked after the game.
- Juvenile goals must be secured after use (important for Health and Safety purposes).
- All bottles/gear/rubbish should be removed from side lines of both home team and opposition and the area surrounding pitches following matches to ensure area is kept neat and tidy.
- The last team on the Rooske Pitch each evening must switch off the floodlights. These floodlights are very expensive to run and should only be used when absolutely necessary.
- For safety reasons, no parking is allowed at Entrance to the Castle Pitch (ambulance entrance) or along Rooske Road. Parking is permitted at the Clubhouse carpark only.
- The Grounds Subcommittee will co-ordinate a schedule for cutting & lining of pitches. Each Games Code will be required to participate in this schedule and assist when required.

Pitch Allocation

- The Rooske Road Pitch is available for match fixtures only (League / Championship / Challenges Matches).
- Official County Board fixtures will take precedence over Challenge Matches.
- All match fixtures will be advertised via a routine email circular, the Clubs 'Pitch Allocation Notice Board' and the Clubs website. Requests for additional match fixtures should be made via the Club Secretary.
- In unlikely event of Fixture clashes, please refer to the Games Group Secretary or to the Club Secretary.
- Team Managers looking for a change of fixture must take into account respect existing fixture schedules involving other teams.
- The following priority for pitch allocation is used when County Board fixtures are allocated the same date/time slot.

1. Adult, 2. Minor, 3. Juvenile



- Clarifications on existing fixtures or changes to existing fixtures should be addressed to the Games Group Secretary or the Club Secretary.
- Dunboyne N.S and Dunboyne Gaelscoil will be entitled to apply for the use of our pitches for midweek school matches, on a fixture by fixture basis.
- With the exception of the above, the use of Rooske Rd for matches not involving St Peters shall require the consent of the Club Executive Committee.

Home Games

- Each games section is responsible for the collection of gate receipts for applicable games (adult competition).
- All gate monies must be forwarded to the Club Treasurer to lodge to Club accounts.
- Team mentors are encouraged to host away teams after matches in the Clubhouse. Teas and Coffees can be arranged upon prior request to the Bar Officer or via the appropriate Games Chairperson.

Dressing Rooms

- Dressing rooms should be locked while players are on the pitch. Team Mentors will be responsible for locking up and turning off lights in dressing rooms and toilets.
- Team Mentors should ensure that dressing rooms/showers and general areas that are occupied by teams, prior to, during and after training and matches are kept clean and are not damaged in any way. Each team is responsible for cleaning all used dressing rooms after matches.
- The use of cameras, smart phones or any other recording device or medium is strictly forbidden in the dressing room and surrounding areas.
- Valuables are left in the dressing room at the owners own risk.

Ball Wall

- The Clubs Ball wall facility is permitted for use by players and teams only. Non-members are not permitted to use the ball wall facility.
- No activity is permitted in the Ball Wall after 9pm
- Under no circumstance should any attempt be made to retrieve balls on the roof of the Clubhouse, but should instead be raised with the Grounds subcommittee who will arrange for retrieval and return.

Equipment Stores

- The equipment stores should be kept tidy at all times.
- All equipment should be returned to their relevant store after training/match is complete and locked.

Keys

- Keys and combination codes for dressing rooms and the equipment store will be issued to mentors via the Games Group Chairperson or Games Group Secretary.
- Mentors are required to ensure the safe keeping of keys and are not permitted to communicate combination codes.
- Keys should be returned to the Games Group Chairperson or Games Group Secretary at the end of each season.



Neighbours

- All of our neighbours should be treated with the utmost of courtesy and their rights should be respected at all times.
- Good relationships with our neighbours on all sides of the Rooske Road pitches are essential for the future use and development of our facilities.
- Under no circumstances should any member, player or Mentor attempt to retrieve a ball from our neighbour's property. Entering a property without permission is trespassing.
- Should you lose balls to the neighbours property please inform the Games Subcommittee officers. The balls will be collected by prior arrangement with the neighbours.



Appendix 1: Club Structures

The role of the Executive –

The Executive has responsibility for the governance and successful operation of all aspects of the Club.

The Executive will oversee all units of the Club and will foster and promote co-operation between them. Key responsibilities include -

- Facilitating the development of a Club Plan.
- Conducting an AGM on an annual basis.
- Overall governance of the Club.
- Developing an annual budget for the Club and allocate central funds as required.
- Appointing and coordinating the work of the Clubs committees
- Determining Club membership subscriptions and ensuring their collection.
- Representing the entirety of the Club with local authority and third party bodies. This does not preclude day to day operational contact by representatives of sub committees with outside bodies such as the Meath County Board.
- Authorising all capital expenditure in relation to the provision of facilities for the Club.
- Ratifying membership of all committees within the Club.
- Upholding the Clubs constitution and code of conduct in line with the rules of the GAA

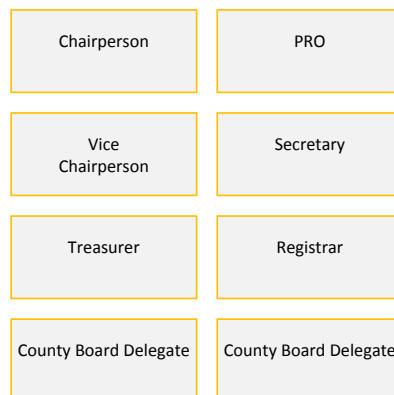
The Executive will consist of 3 groups of role holders, elected by the members of the Club.

1. Club Officers as elected at the Clubs AGM or appointed by the Executive (8 positions).
2. Games Chairpersons as appointed by each games code within the Club and ratified by the Executive (6 positions)
3. Executive positions filled by ordinary members as elected at the Clubs AGM or appointed by the Executive (12 positions).

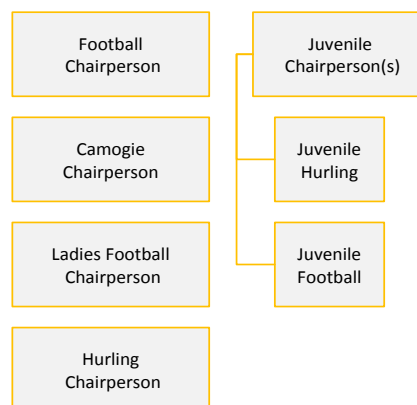
The Club Officers and Games Chairpersons (groups 1 & 2) will meet monthly, while a full Executive meeting (groups 1, 2 & 3) will take place on at least a quarterly basis to update on the work of the Clubs sub-committees and exchange information.

All Executive positions will be responsible for leading the work units of our Club as organised through the Clubs sub-committee structures.

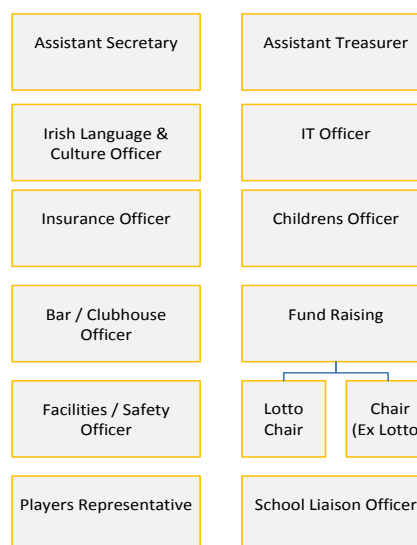
Club Officers as elected at the Clubs AGM



Games Chairpersons elected by respective Games AGMs and ratified by Club Executive



Executive Positions filled by ordinary members as elected at the Clubs AGM or appointed by the Clubs Executive



Club Officers – Main Responsibilities

- The **Chairperson** is the principal officer of a GAA Club. As well as chairing Club Executive Committee and other Club meetings, the Chairperson has prime responsibility for ensuring that the Club is well organised, well managed and an active unit.
- The **Club Secretary** is the chief administrator in the Club with responsibilities including communication, the management of club correspondence, record keeping, and support for Club planning.
- The **Club Registrar** is responsible for ensuring that the Club is up to date in the registration of players and members.
- The main function of the **Club PRO** is to communicate with members and the general public on behalf of the Club, presenting a positive image of the Club the local community and beyond. The Club PRO will work with the Games Groups PRO's and the Club IT Officer to develop a Communication Plan for the Club and ensure the ongoing promotion of Club activity.
- The **Club Treasurer** has responsibility for the safe-keeping of the funds of the Club. He/she is responsible for recording all income and expenditure and for reporting on the financial position of the Club to the Club Executive Committee on an on-going basis
- The **Vice-Chairperson, Assistant-Secretary** and **Vice-Treasurer** assist the main officers in carrying out their roles in the Club. The Vice-Chairperson will preside as chairperson of Club meetings in the event of the chairperson being unable to attend.
- The main role of the **Irish Language & Culture Officer** is to promote the use of the Irish language and to promote cultural activities in the Club, while also developing strong links with our community.
- The **IT Officer** is responsible for the Clubs IT Infrastructure including website, IT security and databases. He/she will work closely with the PRO to support an effective Communications plan for the Club.
- The **Insurance Officer** is responsible for managing the paperwork requirements for any player claims following an injury as well as liaising with relevant parties to facilitate player claims.
- The **Facilities & Safety Officer** are responsible for overseeing the maintenance and enhancement of our facilities.
- The main function of the **Bar & Clubhouse Officer** is the oversight of the effective running of the Bar & Clubhouse.
- The **Fundraising Officer** is responsible for working with all sections to ensure a program of Club fundraising activity is developed.
- The **Children's Officer** shall have as his/her primary aim the establishment of a child and youth centered ethos within the Club and will be viewed by many as the link between the children/young people or their parents and the Club.
- The **School Liaison Officer** works closely with local schools to support & coordinate communication with the Club and facilitate the promotion of our games.
- The **Club Designated Person** is responsible for dealing with any concerns relating to the possible abuse of children on behalf of the Club, with awareness of the role of statutory agencies and authorities.



Appendix 1: 2017 Club Officers / Contact Details

Club Executive

Fergus McNulty	Club Chairperson	087 237 6859
Gillian Reilly	Club Secretary	086 812 1456
Andrea Lynch	Assistant Secretary	086 837 1705
Ronan O'Doherty	Club Vice Chairperson	087 223 1061
Barry Kelly	Club Registrar	086 232 5706
Linda Kane	Club Treasurer	086 805 2297
Sean Cox	Assistant Treasurer	086 761 1124
Brian Howlin	Club PRO	086 774 8319
TBC	Games Development Officer	
Tom Dermody	Bar Officer	086 257 1123
Martin Craig	Grounds Officer	087 247 7399
Des Rooney	Safety Officer	086 293 7593
Harry Bugler	Insurance Officer	086 173 7878
Gus Lynch	IT Officer	087 285 6749
Sandra Dunbar	Children's Officer	086 858 5260
Mags O'Connor	Fundraising Officer	087 942 1056
Peter Moran	Fundraising Officer (Lotto)	087 786 2542
John Geraghty	Social Members	086 812 0368
Games Chairpersons (See below)		

Other Contacts

Teresa Molohan	Games Promotion Officer	Email teresa.molohan.gpo.meath@gaa.ie Phone 086- 826 1512
Eva	Club Administrator	Email Contact.dunboynegaa@gmail.com
Tom Dermody	Bar	Phone 01- 8013944
Tom Dermody Linda Kane	Hall Hire	Email Contact.dunboynegaa@gmail.com Phone 086- 257 1123 (Tom) 086- 805 2297 (Linda)
Ciara Martin	Club Designated Person	Phone 086-396 4604
Brian Howlin	PRO Match Reports, Information etc	Email PRO.dunboynegaa@gmail.com Phone 086-774 8319 (Brian)



Games Groups

Football		
Roger Tobin	Games Chairperson	087 646 8409
Derrick Murphy	Games Vice-Chair	087 653 8549
Brendan McNamee	Games Secretary	087 962 9778
Aisling McEntee	Games PRO	086 0517200

Hurling		
Johnny O'Connor	Games Chairperson	087 652 2611
Chris Moran	Games Secretary	086 872 9788
Caroline Dunne	Games PRO	087 990 1798

Camogie		
Stephen Clince	Games Chairperson	087948 8021
Kate O'Carroll	Games Secretary	087 977 2156
Laura Reilly	Games PRO	085 721 4368

Ladies Football		
Ronan O'Doherty	Games Chairperson	087 223 1061
Kevin McKeon	Games Vice-Chair	087 257 4425
Harry Bugler	Games Secretary	086 173 7878
Lenny Rooney	Games PRO	086 236 6087
Caroline Wall	Games PRO	087 281 1011

Juvenile Section		
Eamon Murphy Seamus McCormack	Games Chairpersons	087 256 3073 089 704 7856
Andrea Lynch	Games Secretary	086 837 1705
Gus Lynch	Games PRO	087 285 6749

