



AN CATHAOIRLEACH

GAA CLUB OFFICER PROGRAMME

Sponsored by:



GAA Club Officer Programme
2008



CLÁR



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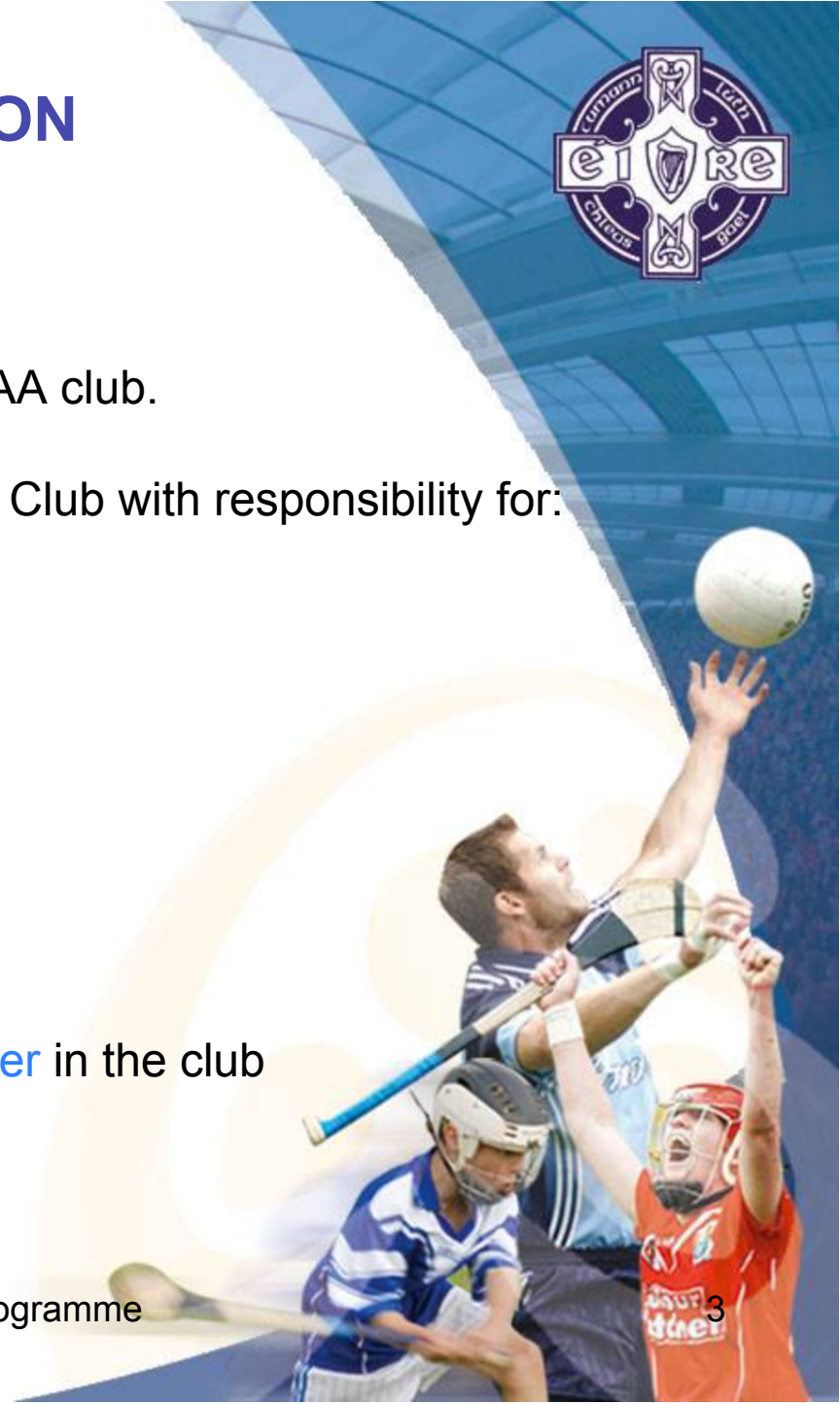


1:INTRODUCTION



Introduction:

- The chairman is the principal officer in a GAA club.
- S/he is the Manager/Chief Executive of the Club with responsibility for:
 - Planning
 - Organising
 - Delegating
 - Managing
- An Cathaoirleach is a **Leader** and a **Manager** in the club



2:QUALITIES OF CATHAOIRLEACH



The qualities of an Cathaoirleach

S/he must have:

- Dedication to the GAA and knowledge of rules
- Integrity in the community
- Good communication skills
- A vision for the club

The contribution of An Cathaoirleach to the *effective* working of a Committee and the Club can never be underestimated.

What other qualities come to mind?



3:RESPONSIBILITIES



General

The responsibilities of an Cathaoirleach may be summed up as follows:

- 1: To manage the club in an efficient and effective manner
- 2: To uphold the Club Constitution.
- 3: To act as Cathaoirleach at Club Executive Committee and certain other sub-committee meetings.
- 4: To involve as many club members as possible - Delegation
- 5: To have a vision for the club and plan ahead.



4:MANAGEMENT AND LEADERSHIP



What is Management?

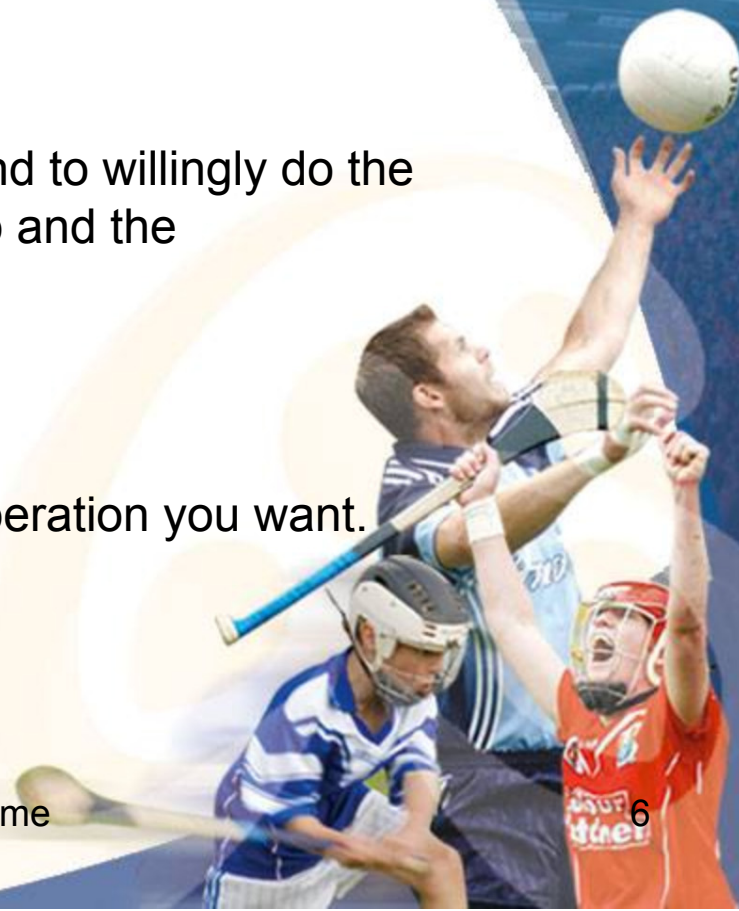
-“Management is the efficient and effective use of resources to achieve results with and through the efforts of other people”

Leadership

-“The knack of getting other people to follow you and to willingly do the things that need to be done for the good of the club and the Association”

Leadership involves

- Knowledge of the individuals whose co-operation you want.
- Knowledge of the objectives
- Good communications skills



4:MANAGEMENT - CLUB STRUCTURE



The Club Executive Committee:

1: The Executive Committee is the controlling body of the club (Rule 7.1)

2: It must comprise of the following officers (Rule 7.2)

- Chairman
- Vice-Chairman
- Treasurer
- Secretary
- Registrar
- One Players' Representative
- **At least five** other full Members (can include other officers e.g. PRO)

3: Elected each year at the Annual General Meeting

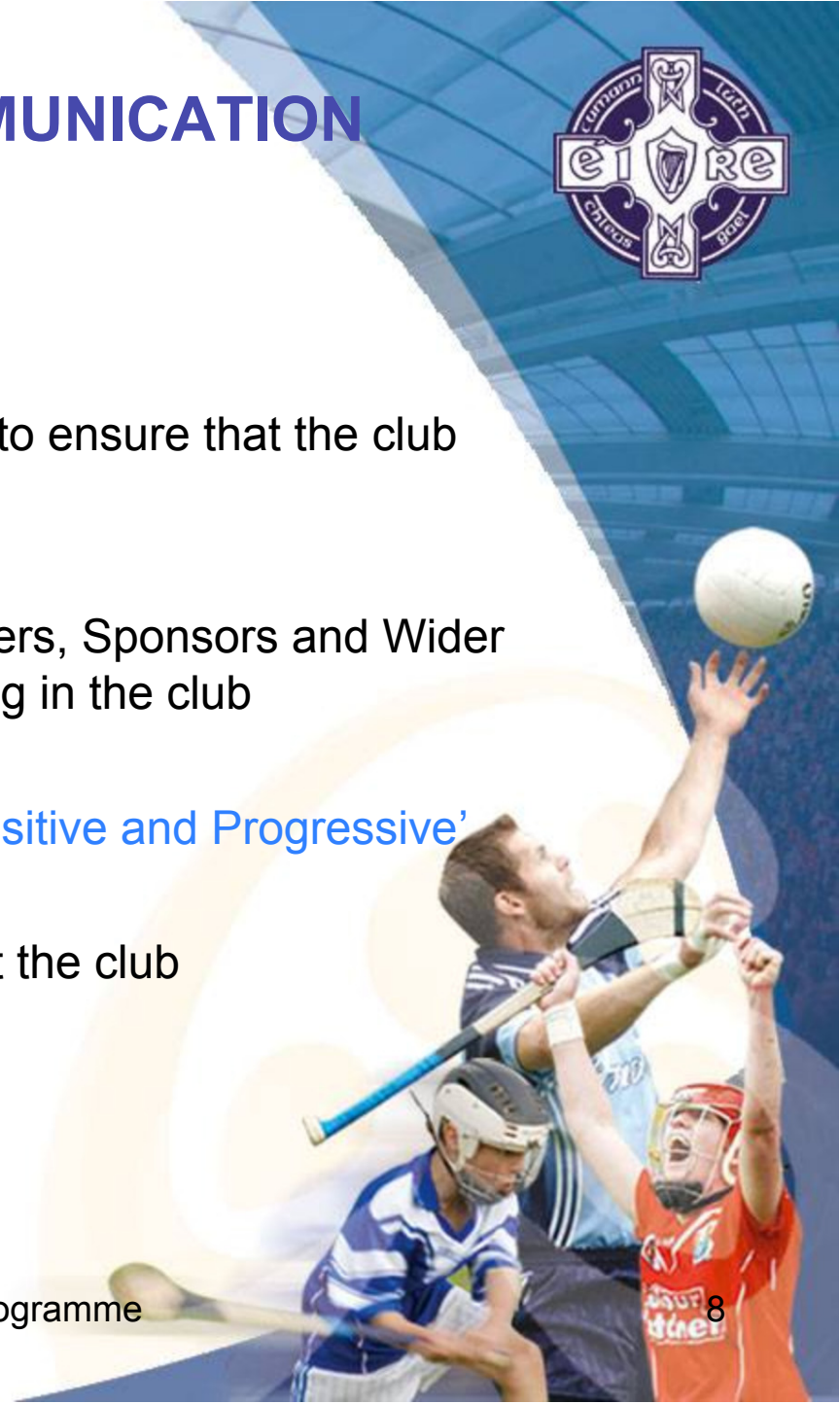


4:MANAGEMENT - COMMUNICATION



Introduction

- Good communication in a club is essential to ensure that the club operates effectively
- Players, Mentors, Officers, Parents, Members, Sponsors and Wider Community need to know what is happening in the club
- Club needs to be seen as **'Active, Alive, Positive and Progressive'**
- A breakdown in communication means that the club cannot operate as it should



4:MANAGEMENT - COMMUNICATION

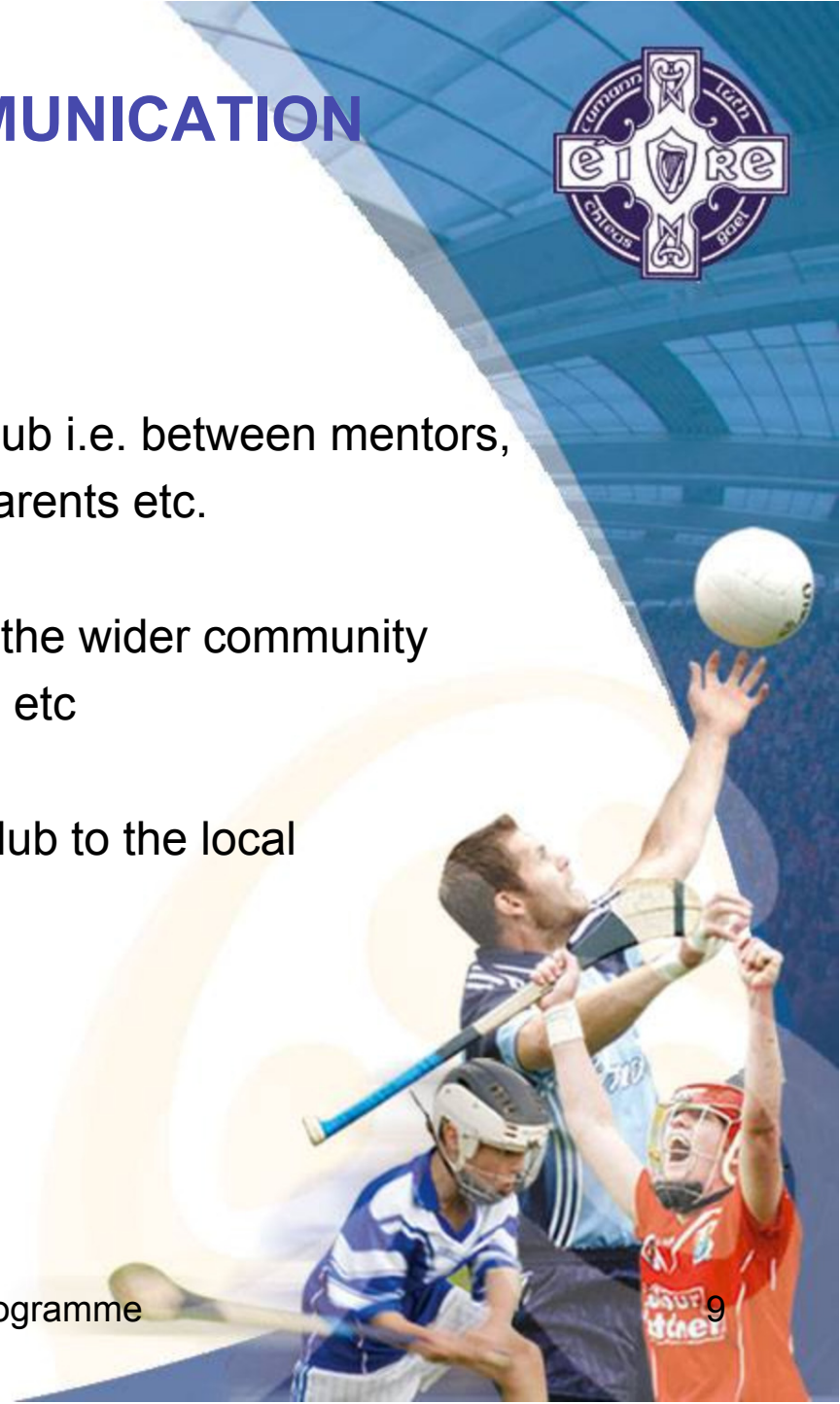


Internal and External

Internal deals with communication within the club i.e. between mentors, Players, club officers, supporters, members, parents etc.

External deals with communication to those in the wider community i.e. non-active members, supporters, sponsors etc

External communication is about 'selling' the club to the local community.

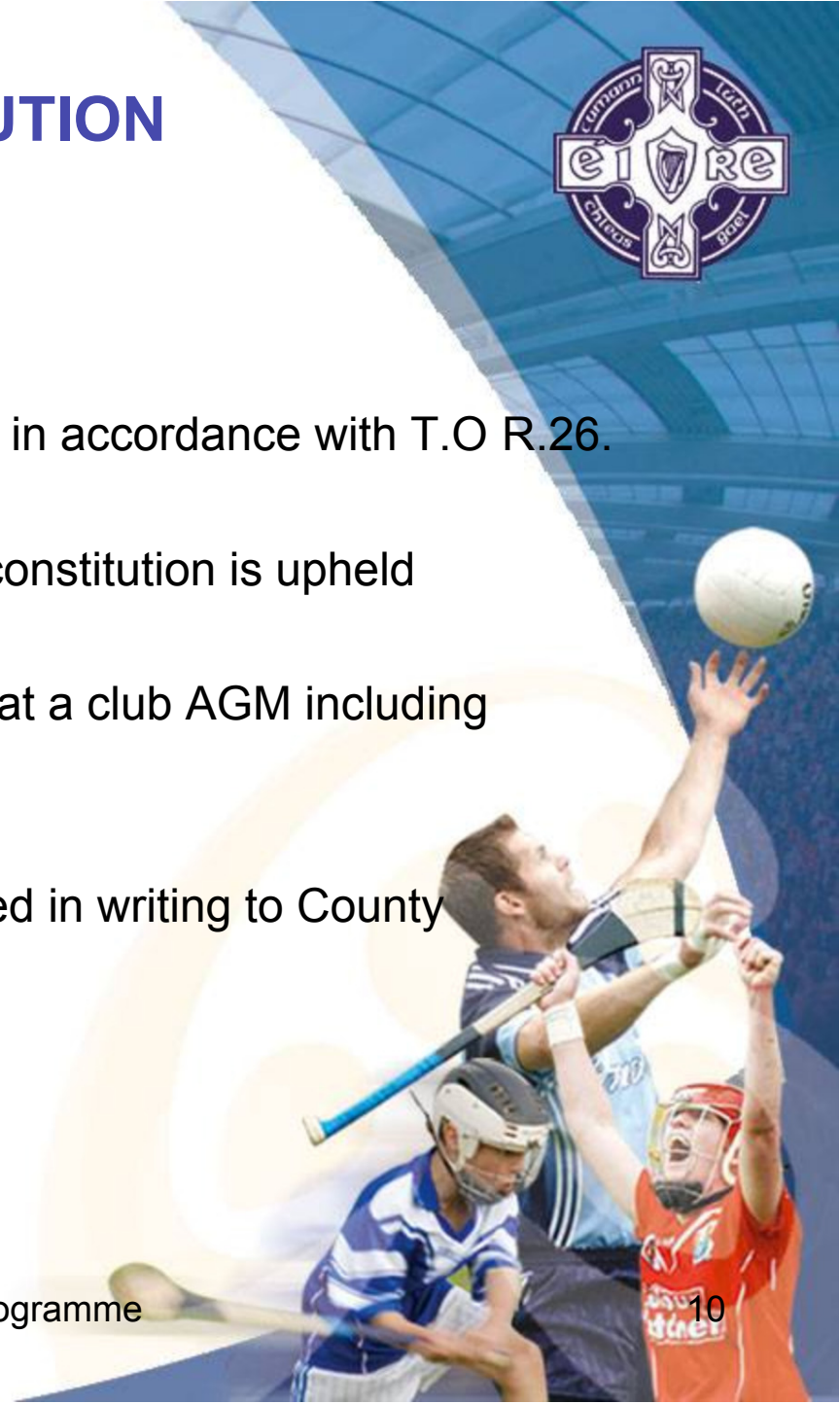


5:CLUB CONSTITUTION



The club constitution

- Every club must adopt the club constitution in accordance with T.O R.26.
- Cathaoirleach MUST ensure that the club constitution is upheld
- Amendments or additions must be passed at a club AGM including membership date (T.O. R.26)
- Amendments or additions must be submitted in writing to County Committee for approval (T.O.R.26)



5:CLUB CONSTITUTION



Purpose of the constitution:

Provides a means whereby the GAA Club can be operated and managed by the Executive Committee of the club.

The Constitution provides for:

- 1: Control of assets of the Club
- 2: Efficient operation of activities within the Club regarding
 - Membership
 - Management structure
 - Sub-committee structure
 - Club property
 - AGM etc.



6: EFFECTIVE MEETINGS

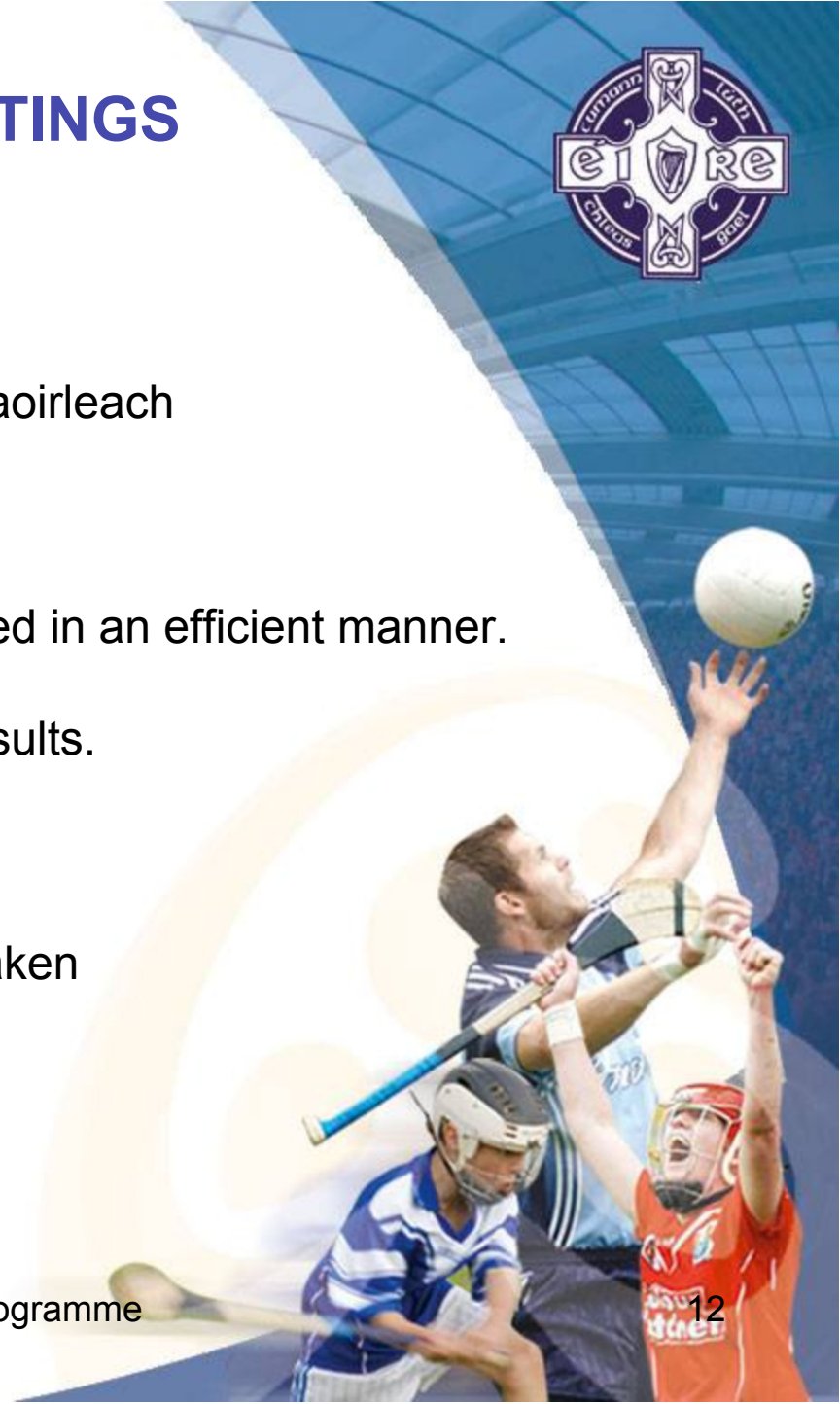


Introduction

- 1: The most important function of the Cathaoirleach

The Cathaoirleach

1. Should ensure all meetings are conducted in an efficient manner.
2. Should ensure that meetings achieve results.
3. Must guide the meeting but not lead it.
4. Work to ensure follow up on decisions taken



6: EFFECTIVE MEETINGS



Chart Exercise:

In your view what constitutes an effective meeting?



6: EFFECTIVE MEETINGS



Effective Meetings

- All meetings should have a clearly defined purpose and objective
- Agree agenda with An Rúnaí
- Ensure meetings start on time
- Encourage all members to express their views
- Summarise main points and decisions
- Designate responsibility for implementation
i.e. who does what by when!



6: EFFECTIVE MEETINGS

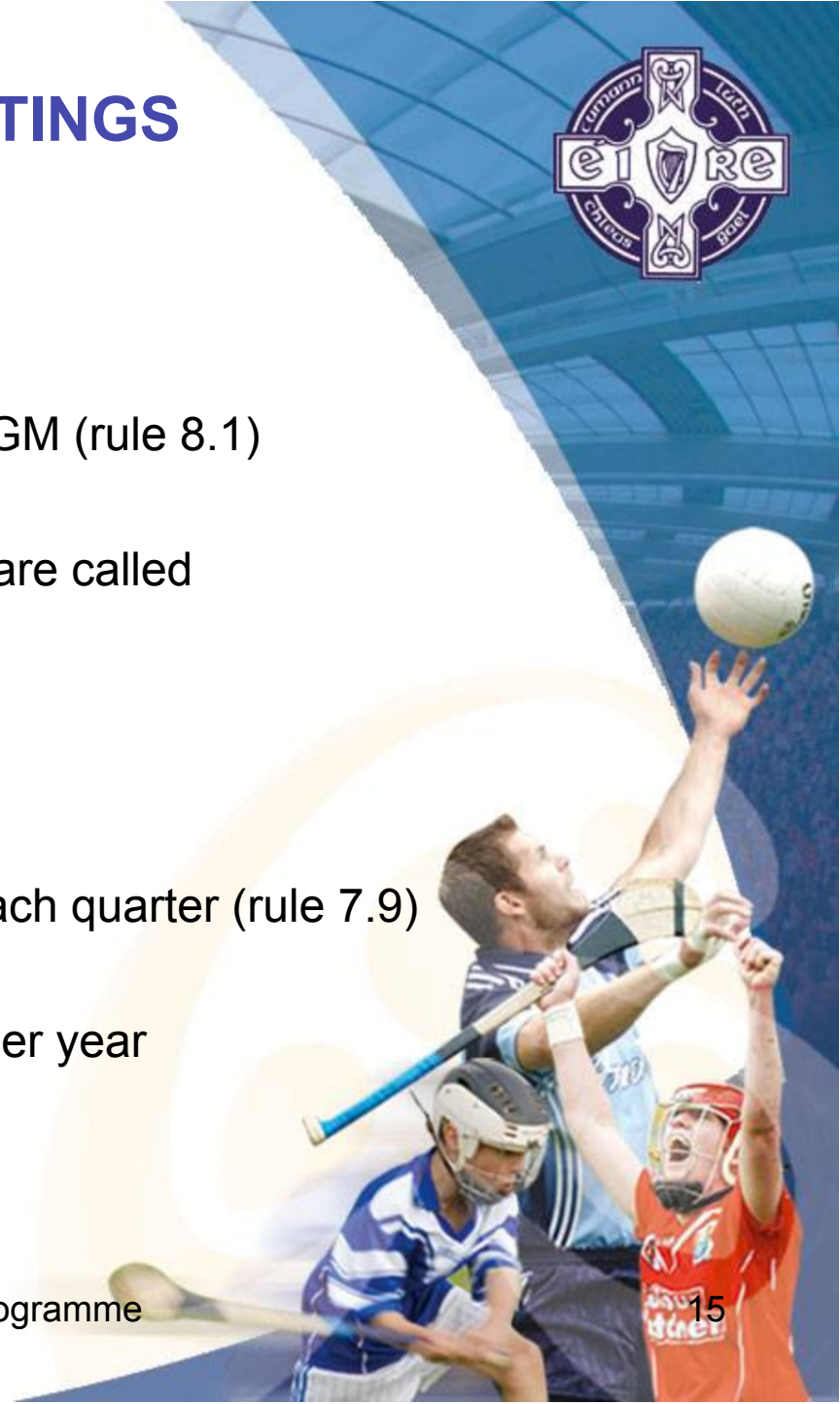


General Meetings

- Club must hold a General Meeting as its AGM (rule 8.1)
- All General meetings, other than the AGM are called Special General Meetings (rule 8.1)

Executive Meetings

- Executive required to meet at least once each quarter (rule 7.9)
- Recommended to meet at least ten times per year



6: EFFECTIVE MEETINGS



A good meeting will:

- Motivate the committee and those present
- Promote sound decision making

A poor meeting will:

- Waste peoples time and effort
- De-motivate those present
- Diminish the importance of meetings



7:DELEGATION

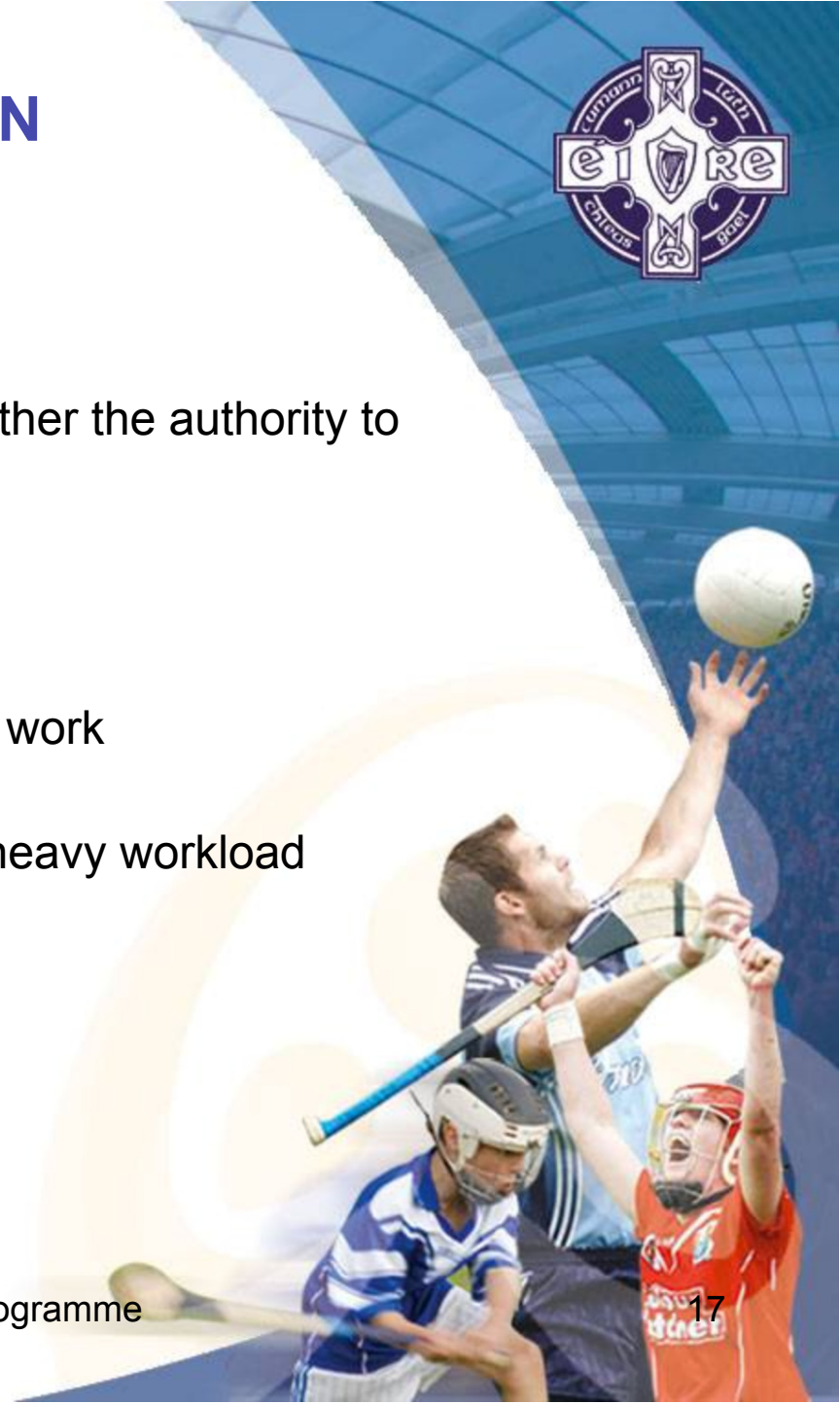


What is Delegation?

Delegation occurs when one person gives another the authority to undertake specific activities or decisions

Delegation helps to ensure:

- 1: A few officers are not burdened with all the work
- 2: People are not frightened away for fear of heavy workload

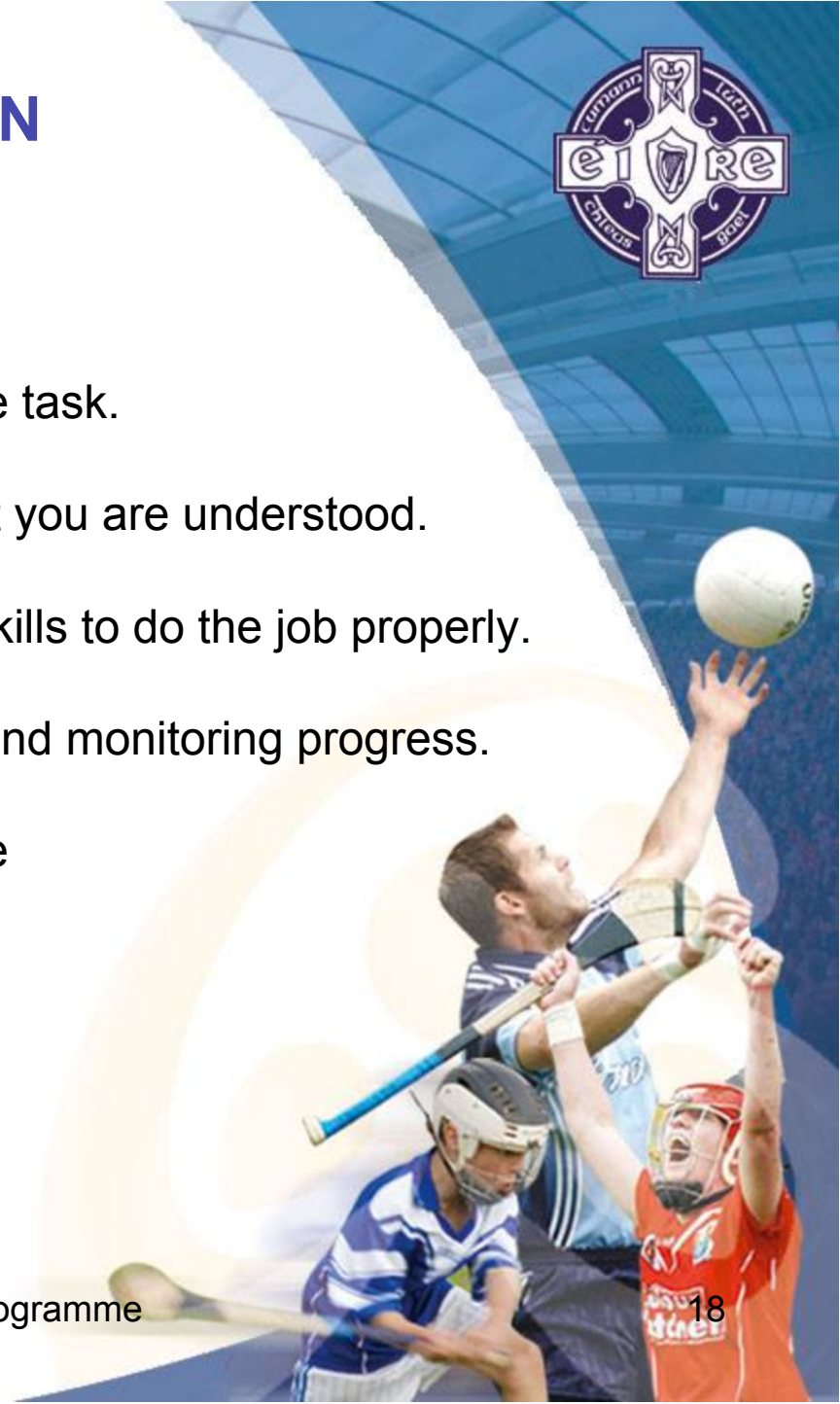


7:DELEGATION



How to Delegate

- Identify a suitable person or persons for the task.
- Explain the task clearly and make sure that you are understood.
- Make sure the person has the necessary skills to do the job properly.
- Keep in touch with the person for support and monitoring progress.
- Note: Praise / Acknowledge a job well done



7:DELEGATION



Club Sub-committees – sharing the workload

1. Appointed by the Executive Committee if so required (Rule 7.15)

Advantages:

- Allows Executive to get on with business of running the club
- Allows executive to use expertise of particular members/supporters for specific tasks
- Gets more people involved in the club

e.g. Fundraising, Social, Cultural, Field Development
Club na nÓg etc.



7:DELEGATION - VOLUNTEERING



Why people do not volunteer

- They were not asked
- Fear of a heavy workload
- They don't have time
- See a 'closed shop'



7:DELEGATION - VOLUNTEERING



Why People Volunteer

- Because they were asked
- Doing something they love
- To make new friends
- Because their children are involved



7:DELEGATION - VOLUNTEERING



Chart Exercise:

Imagine that there is a family member who wants to join a sports club which you have no knowledge or interest in.

What would you look for in this club?



7:DELEGATION - VOLUNTEERING

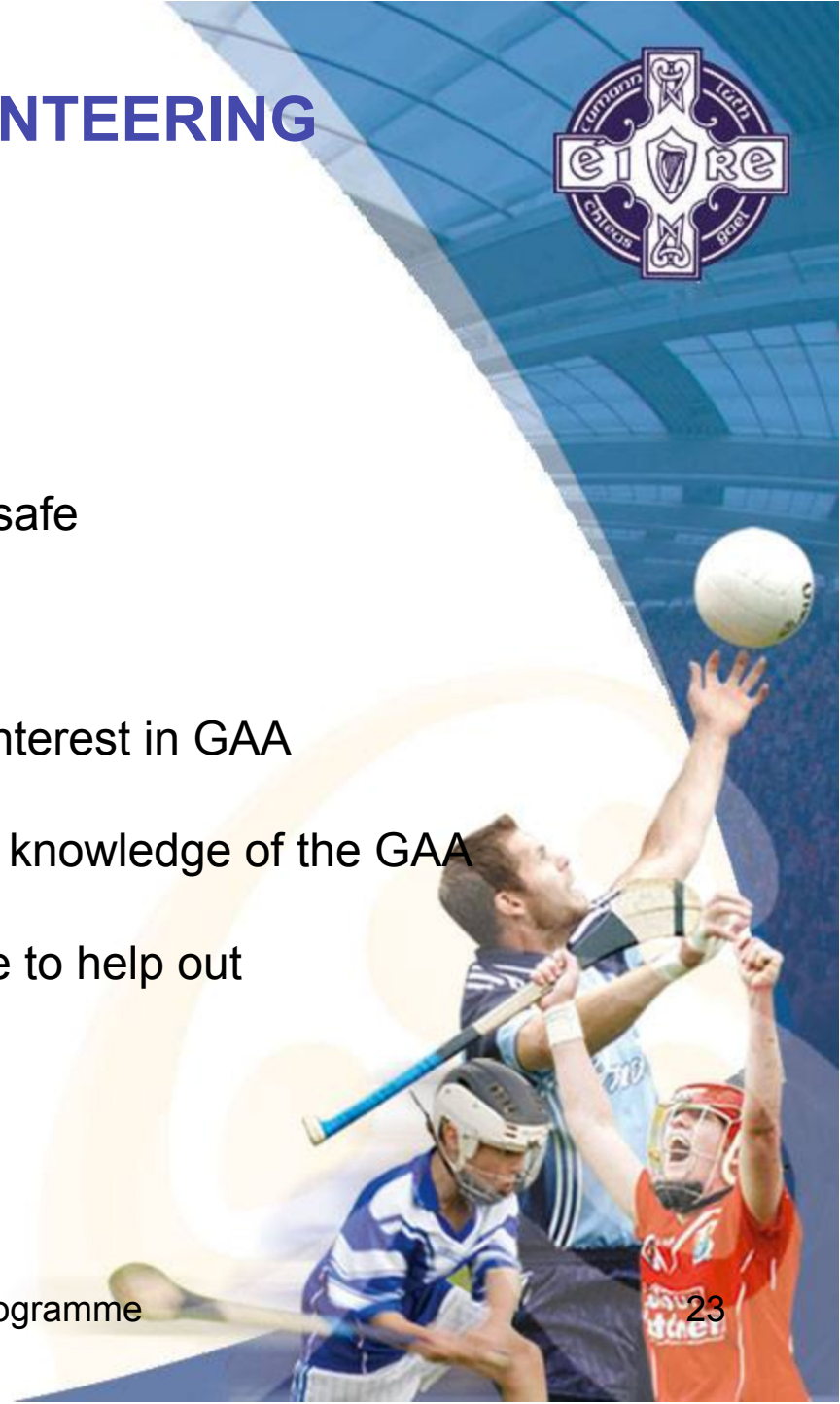


Parents must be fully confident that:

- Their children get enjoyment and activity
- Their children will be well looked after and safe

Remember:

- Some parents in the locality may have no interest in GAA
- Some parents in the locality may have little knowledge of the GAA
- Many may be very willing to give some time to help out



8:VISION AND PLANNING



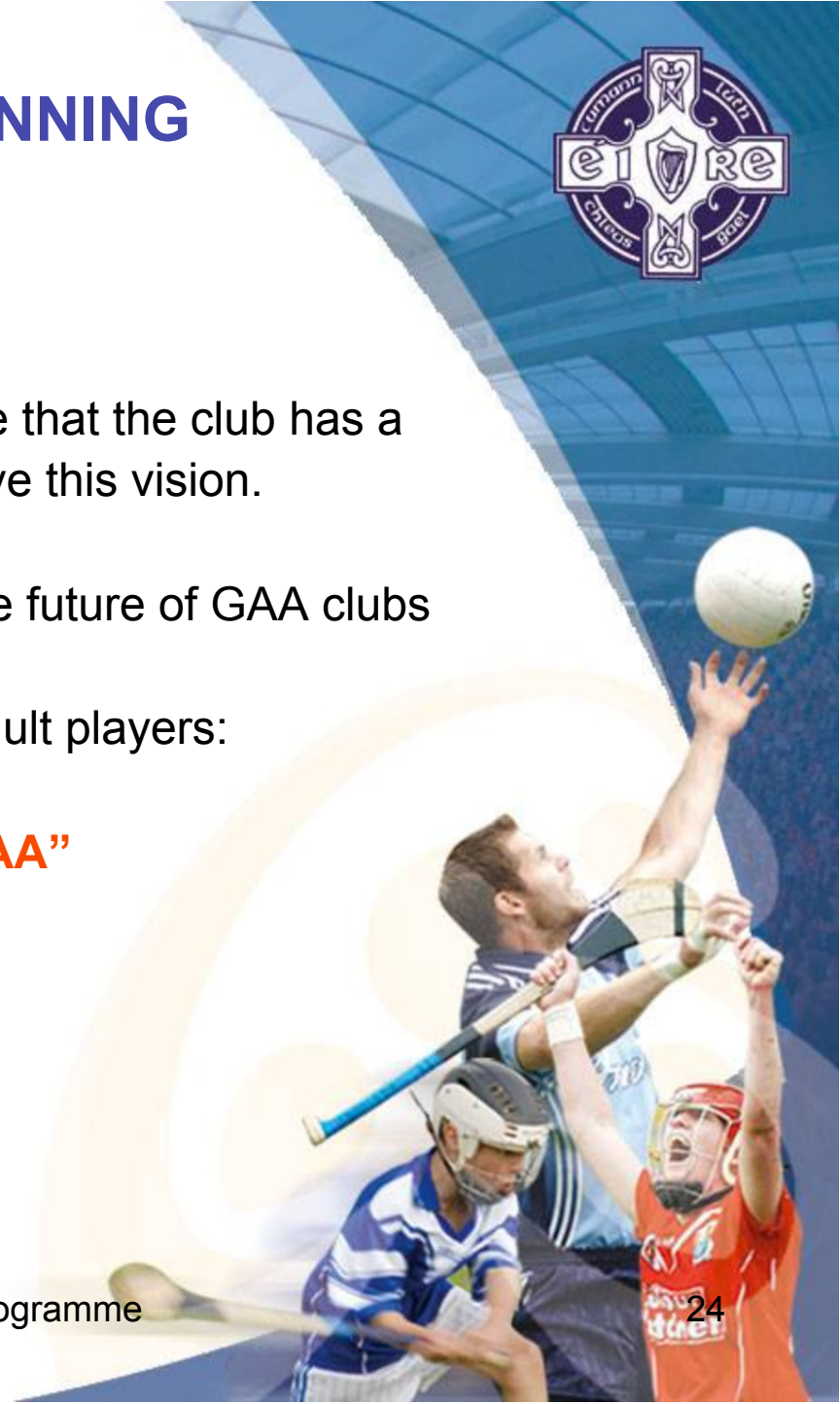
Vision for the future

One of the key roles of a chairman is to ensure that the club has a vision for the future and to help the club achieve this vision.

Six words accurately describe the vision for the future of GAA clubs

This vision is that juvenile and adult players:

“Play and Stay with the GAA”



8:VISION AND PLANNING



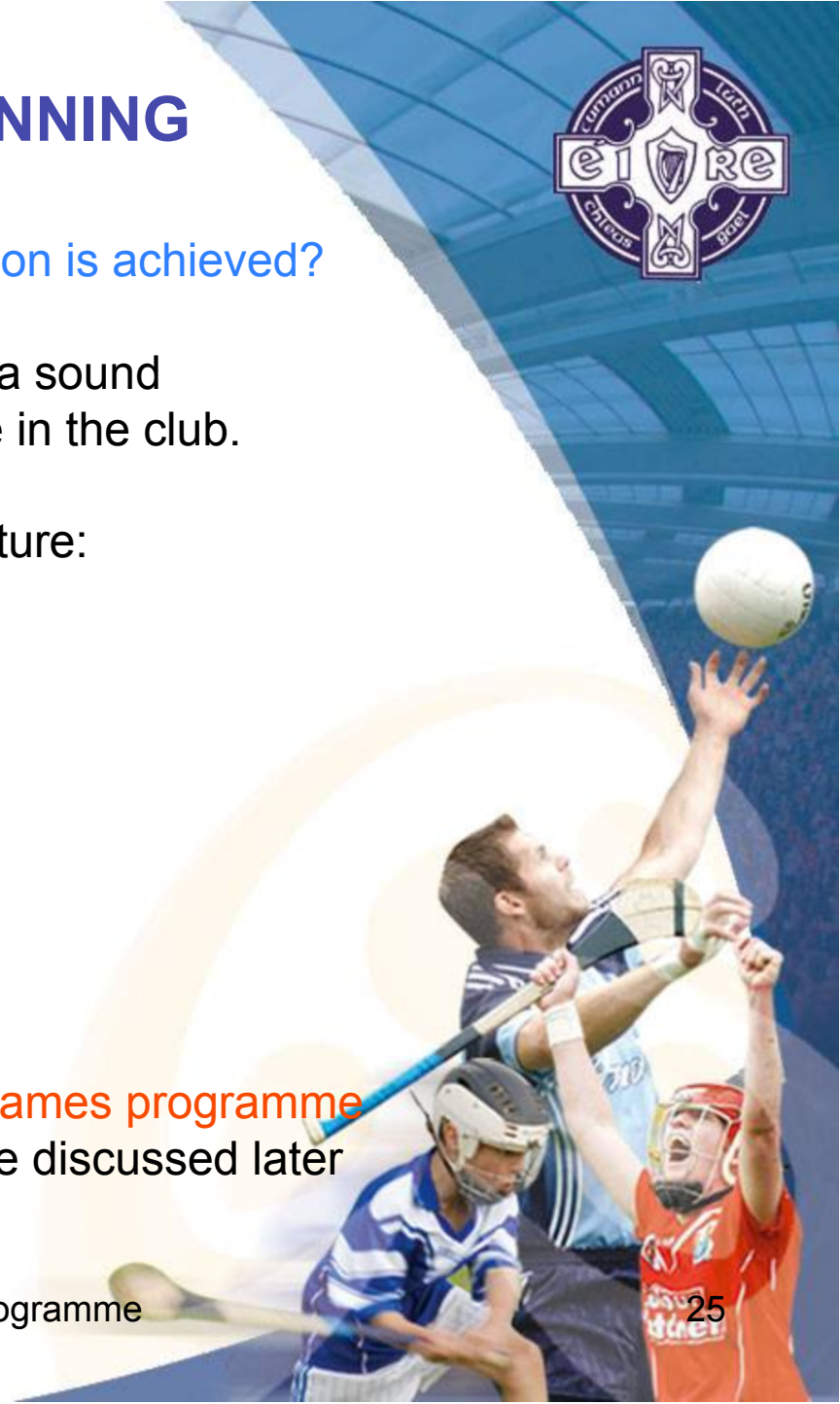
How can an Cathaoirleach ensure that this vision is achieved?

The first requirement is to ensure that there is a sound **Basic Administration Structure (BAsE)** in place in the club.

The following elements are critical to this structure:

- 1: Administration and Governance
- 2: Communication
- 3: Finance
- 4: Promotion of club

The second requirement is that there is a **games programme** that caters for the needs of the club...will be discussed later



8:VISION AND PLANNING



Planning Ahead

- Every club should plan ahead for the future.
- Achieved by producing a Club Development Plan
- Role of the chairman to initiative the development of a plan
- Role of Chairman to review its progress and implementation.

Note:

Comhairle Club Planning Programme available in all counties



8:VISION AND PLANNING



What is a Club Development Plan?

A club plan is a simple document that deals with the following question:

- Where are we now?
- Where do we want to go?
- How do we get there?
- Who is responsible for getting us there?

It is 'a map of the future direction of the club'



8:VISION AND PLANNING



Planning a juvenile games programme through:

Go Games:

- Fun and enjoyment for kids
- Teach skills of games through participation
- All kids get a game

Club Blitzes:

- Is our club a blitz venue?
- Are we participating in blitzes

8-10 week school prog:

- Provides vital link with club and school

Cúl Camp:

- Enjoyable and hugely popular activity

Fun Do Pack:

- State of the art coaching resource
- Has your club received a pack?



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WORKSHOP



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DELEGATION



Workshop Questions: Chart Exercise

- 1: List the sub-committees in your club
- 2: List the advantages of having sub-committees
- 3: How can we achieve greater delegation of responsibilities to sub-committees in the club?



VISION AND PLANNING



Workshop Questions - Chart Exercise

- 1: Has any club present tonight got a written development plan?
- 2: If so, how has it helped your club to develop?
- 3: What are the advantages of having such a plan?



VISION AND PLANNING



Workshop Questions: Chart Exercise

- 1: How can we ensure that there is a sufficient games programme for our Juvenile players?
- 2: How can we ensure that there is a sufficient games programme for our adult players?



CLUB AND COUNTY CO-OPERATION



Workshop Questions: Chart Exercise

- 1: How can the clubs of the county play a more active role in developing the Association and our games?

