



# AN RÚNAÍ GAA CLUB OFFICER PROGRAMME

Sponsored by:



GAA Club Officer Programme  
2008



# AN CLÁR



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- 2: Effective Meetings and the AGM
- 3: Communication
- 4: Administration
  - Membership and Registration
  - Insurance
  - Club Property
  - Division/County Delegate
- 5: Planning Ahead
- 6: Workshop



# INTRODUCTION AND RESPONSIBILITIES



## Introduction:

- An Rúnaí is the principal administrative officer in the club
- The smooth running of the club mainly depends on the efficiency with which the secretary carries out his/her duties
- An Rúnaí provides a link between the members, the executive committee, players, sponsors, outside agencies etc.
- The duties of An Rúnaí dovetail with those of An Cathaoirleach

**Note:** Essential that the Rúnaí and all Club Officers work as a team



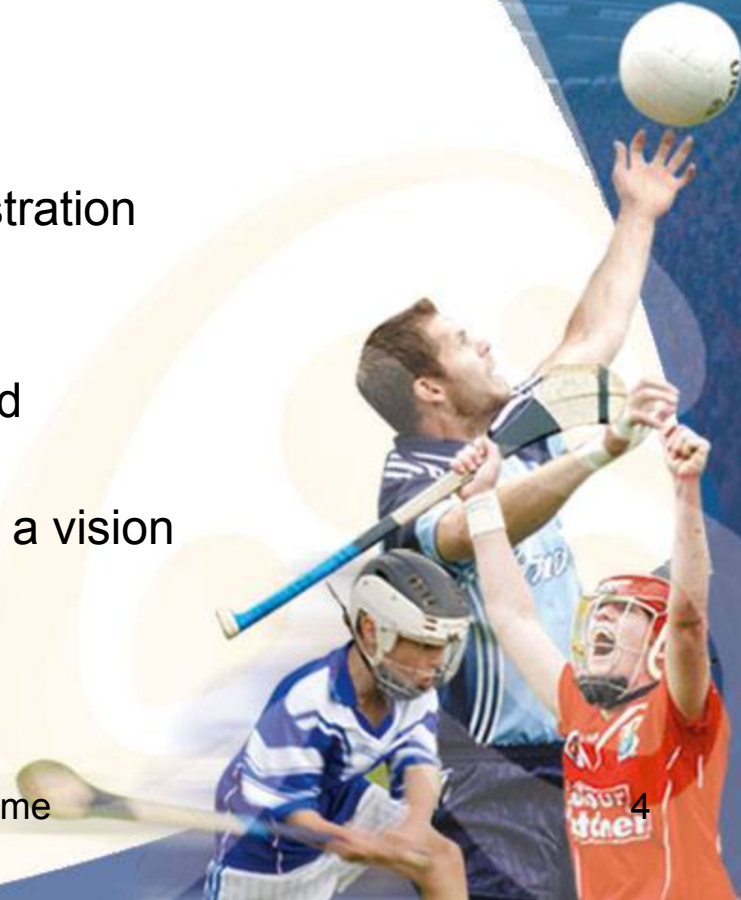


# INTRODUCTION AND RESPONSIBILITIES



The main responsibilities of An Rúnaí can be summarised as follows:

- |                    |  |
|--------------------|--|
| 1: Meetings        | -Preparation for<br>-Accurate recording of   |
| 2: Communication:  | -Verbal and written  |
| 3: Administration: | -Membership and Registration<br>-Insurance<br>-Club Property<br>-County/Divisional Board |
| 4: Club Planning   | -Assisting in developing a vision<br>for the club  |



## 2: EFFECTIVE MEETINGS



### Executive Committee Meetings

- A Club should hold regular Executive Committee meetings.
- Helpful to specify a particular night e.g. 1<sup>st</sup> Monday of every month
- Keeps the club active and helps maintain confidence and cohesion



## 2: EFFECTIVE MEETINGS



### Preparation for Meetings:

- An Rúnaí usually calls a meeting

An Cathaoirleach and An Rúnaí should:

1. Agree an agenda (there should always be a written agenda)

**Note:** Agenda should be circulated prior to meeting

2. Discuss the main points on the agenda
3. Check on follow-up actions
4. Consider how to address contentious issues





## 2: EFFECTIVE MEETINGS



### Meeting procedure:

#### 1: Minutes (rule 7.12, 7.13 and 7.14):

- The minutes of previous meeting must be read and discussed
- Proposed and adopted
- Matters arising dealt with
- Signed by the Chairman and Secretary



## 2: EFFECTIVE MEETINGS



### Meeting Minutes:

Recorded by An Rúnaí (rule 7.12 and 7.13)

#### Include:

- Attendance
- Apologies
- Items discussed
- Reports
- Decisions taken
- Action (by whom and by when)

**Note:** Do not give a verbatim account.





## 2: EFFECTIVE MEETINGS



### After the meeting

An Rúnaí deals with:-

- Tasks assigned to self
- Correspondence (where relevant)
- tracking tasks assigned to other members in conjunction with An Cathaoirleach
- Writing the minutes of the meeting



## 2: EFFECTIVE MEETINGS - AGM



### The Club AGM

- The AGM is the most important meeting of the year
- An Rúnaí plays a vital role in organising a successful club AGM.

### The purpose of the AGM is to:

- Review clubs activities over the pervious year
- Discuss motions
- Elect officers to the Executive Committee

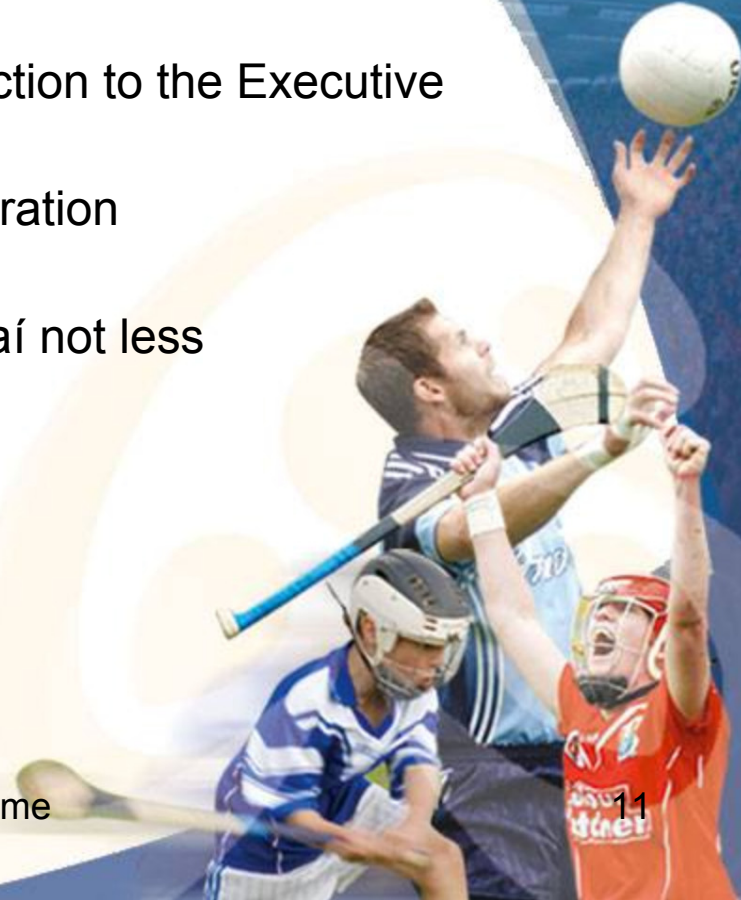


## 2: EFFECTIVE MEETINGS - AGM



### AGM - Notice, nominations and motions (R 8.5.2)

- An Rúnaí must give at least **twenty-eight days** notice in writing to the members of the date of the AGM
- Members invited to forward nominations for election to the Executive
- Members invited to forward motions for consideration
- Nominations and motions forwarded to An Rúnaí not less than **twenty one** days prior to the meeting.





## 2: EFFECTIVE MEETINGS - AGM



### AGM Documentation (rule 8.5.3)

Members must be circulated the following documentation so as to give the members ten days clear notice before the meeting, :-

- (a) Copy of the agenda for the meeting.
- (b) Copy of the Annual Report of the Secretary.
- (c) Copy of the Financial Statements, including the Report of the Accountant(s) or Auditor(s)
- (d) Details of the Nominations for election to the Executive.
- (e) Copies of any motions for consideration at the meeting

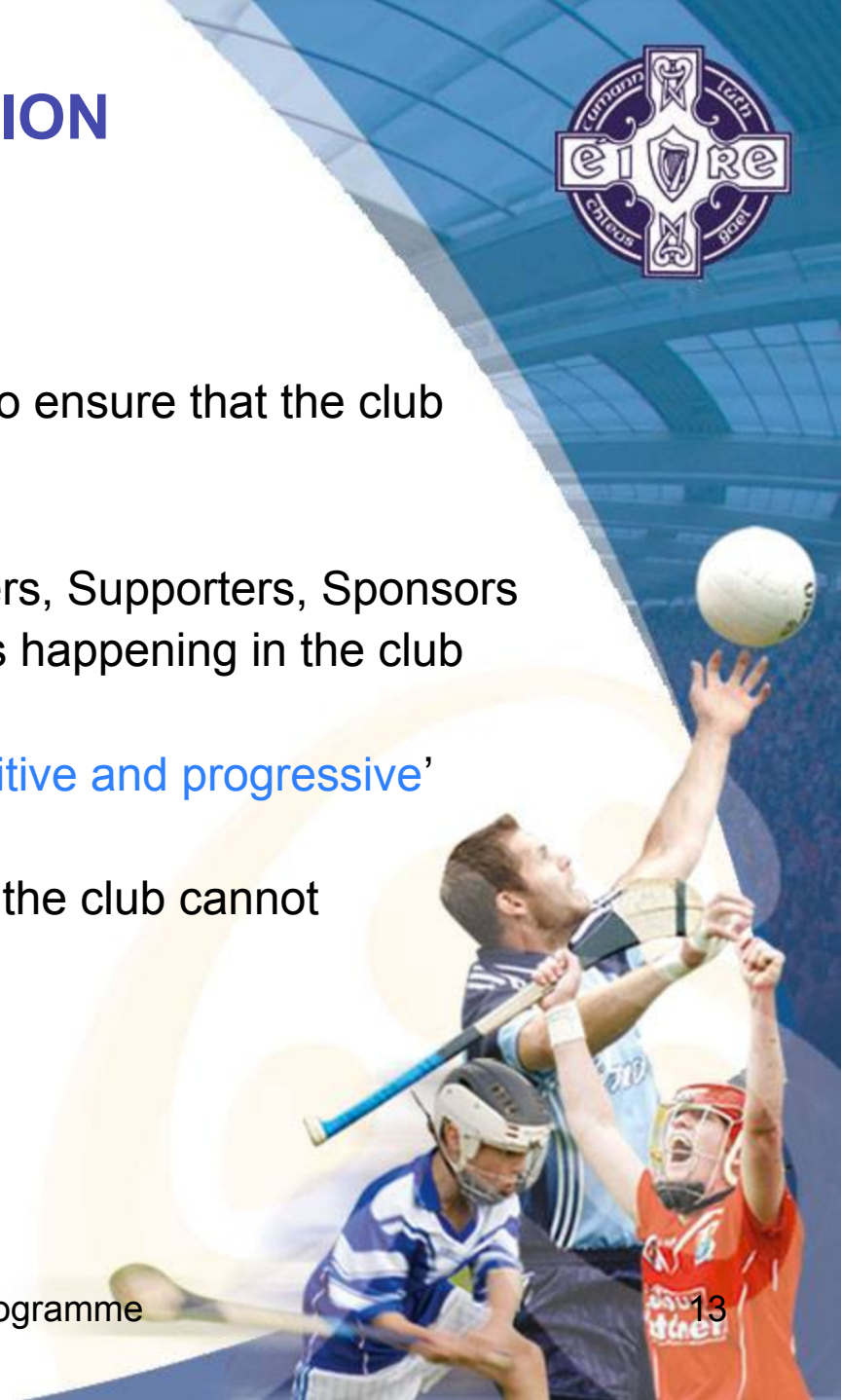


# 3:COMMUNICATION



## Introduction

- Good communication in a club is essential to ensure that the club operates effectively
- Players, Mentors, Officers, Parents, Members, Supporters, 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



# 3:COMMUNICATION

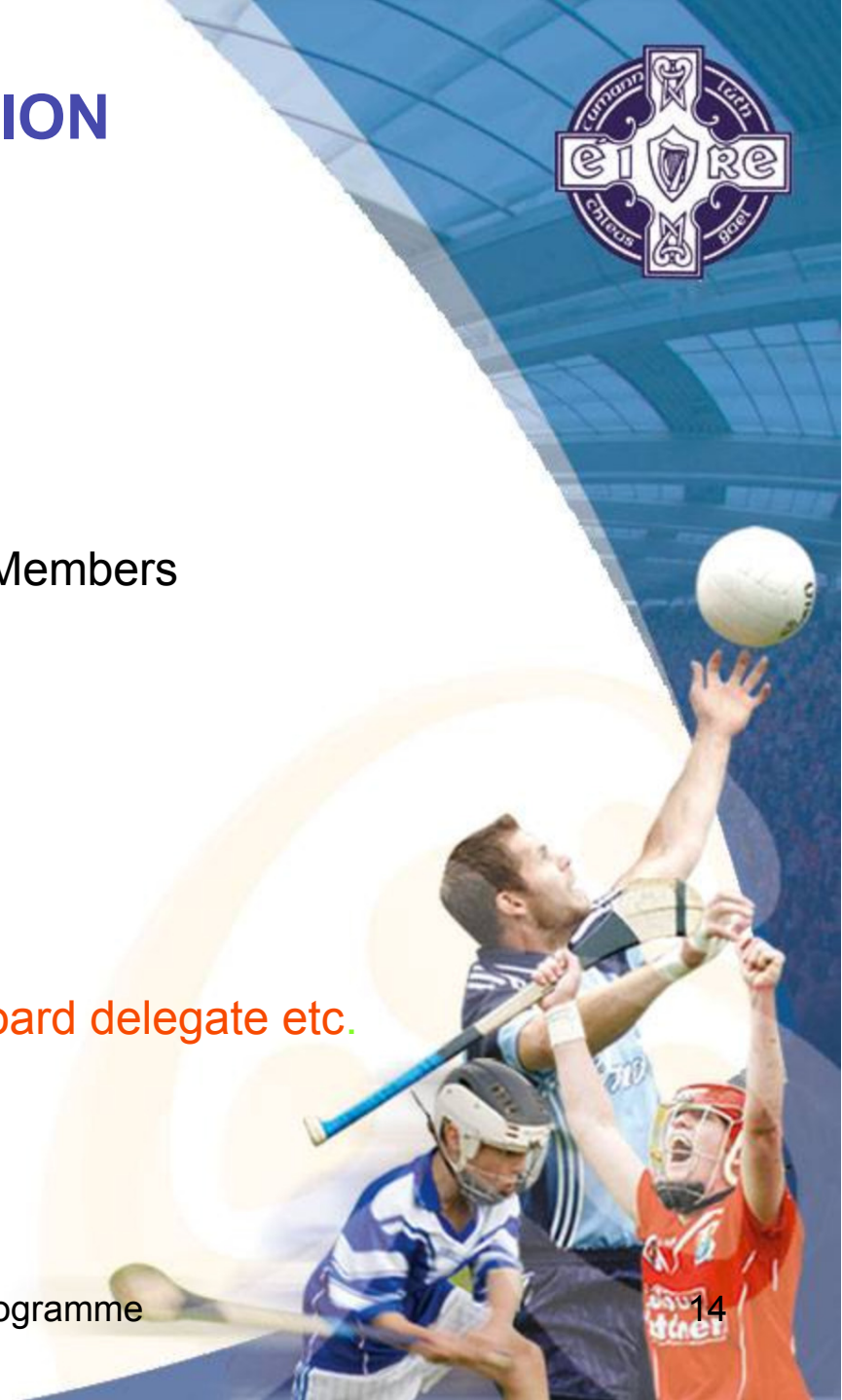


## Internal Communication

Communicating with:

- Club Officers
- Executive committee and Sub-Committee Members
- Players
- Mentors
- Parents
- Supporters
- Active members (volunteers)
- County Board

Job of the An Rúnaí, team mentors, County Board delegate etc.





# 3:COMMUNICATION



## External Communication

Communicating with:

- Club members (non-active)
- The community in general
- Parents
- Sponsors

The job of the club PRO in conjunction with club officials



# 3:COMMUNICATION



## Correspondence

- 1: Efficient handling of correspondence key to good communication
- 2: Read and reply to all correspondence quickly.
3. Keep a copy of all correspondence sent and received.
- 4: File copies of correspondence under appropriate headings e.g. County Board, Divisional Committee, Fundraising etc.
- 5: Be up to date with all correspondence before meetings.



# 3:COMMUNICATION



## Correspondence - Games

- Fixture Lists
- Team lists for referee at games – names of players in Irish
- Substitution slips
- Communicating and working with An Runaí Contae





# 4:ADMINISTRATION MEMBERSHIP AND REGISTRATION



Process of applying for membership (R.5.6 to 5.10)

- Prescribed form signed by the Applicant
- Proposed by one full member and seconded by another full member
- Also signed by parent/guardian in case of youth member
- Details posted in club-house or public place
- Executive decides on application



# 4:ADMINISTRATION MEMBERSHIP AND REGISTRATION



## Club Membership

There are four types of Membership of the club (R 5.1.1 to 5.1.4)

### 1: Full Membership:

- May be granted to persons who are 18 or over.
- Once granted, full membership shall continue for life.

### 2: Youth Membership:

May be granted to persons not having reached the age of 18 years



# 4:ADMINISTRATION MEMBERSHIP AND REGISTRATION



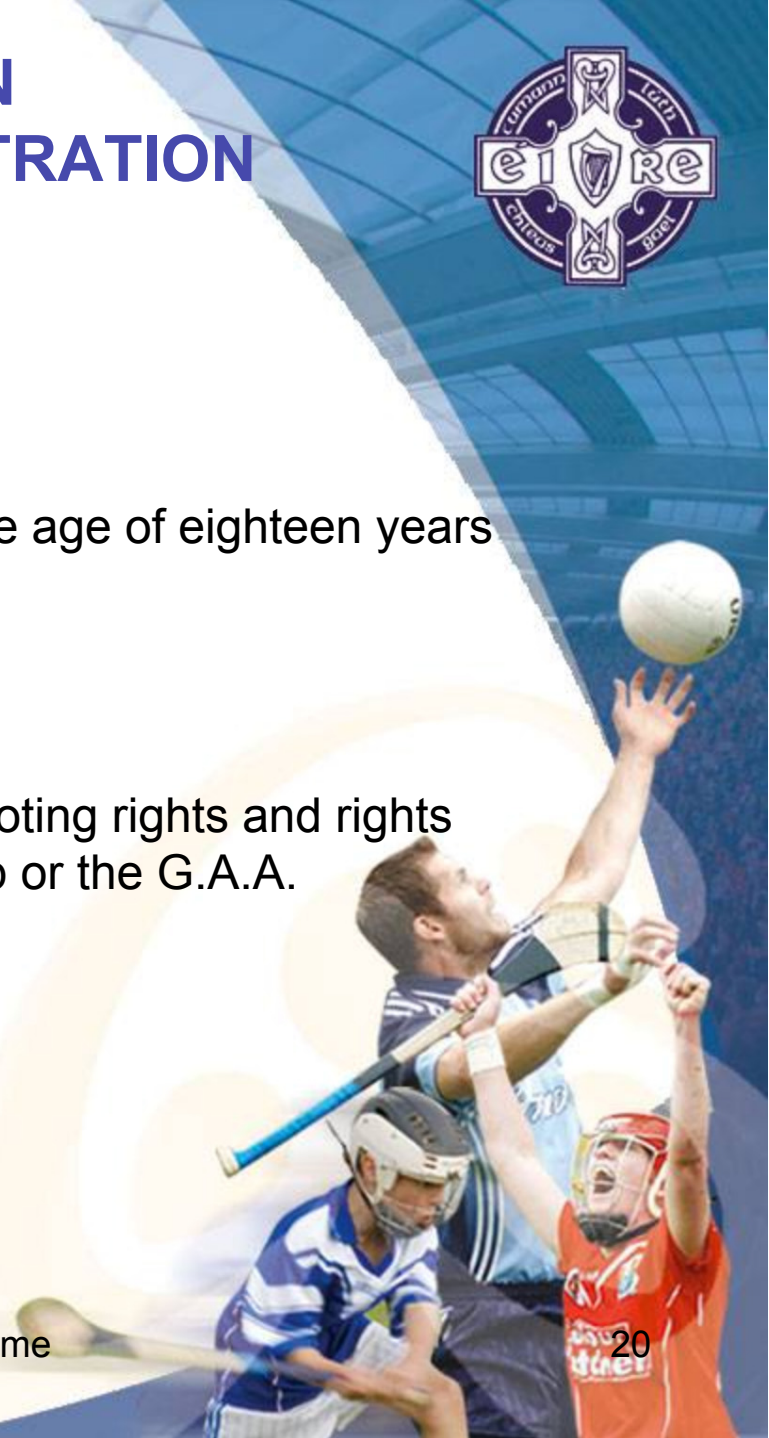
## Club Membership (continued)

### 3: Honorary:

May be granted to persons, who have reached the age of eighteen years and have rendered exceptional service

### 4: Social:

May be granted to persons who do not seek full voting rights and rights to take part in the administrative affairs of the club or the G.A.A.





# 4:ADMINISTRATION MEMBERSHIP AND REGISTRATION



## Club Membership (continued)

### Points to note:

- 1: All categories of membership are subject to annual fees which are set by the particular club
- 2: Only Registered Full Members are entitled to vote at club meetings, including the Annual General Meeting.
- 3: The rights of any member of the club are conditional on compliance with rules of the club and payment of annual fee

4.



# 4:ADMINISTRATION MEMBERSHIP AND REGISTRATION



**Note:** Club must have a registrar.

**Two registrations per annum:** (Rule 18 and 19 Official Guide)

1: Registration of Full and Youth Members with Croke Park

Fee of €2 for each **Full Member** (over 18 years of age) forwarded to Croke Park through County Secretary

2: Registration of Club Players with County Secretary

Adult, U-21 and Minor

3: Affiliation of Teams with County Committee

**Note:** Rules being reviewed at present  
New electronic system being developed



# 4:ADMINISTRATION - INSURANCE



## 1: GAA Property Insurance

- Covers GAA property against loss or damage

## 2: GAA Player Injury Scheme

**Note:** An injury scheme – not an insurance scheme.

- Clubs must notify appropriate body of challenge games, tournaments etc.

Remember: No notice - no cover

- Clubs must register teams [on time](#)

- Players must be members of the Association.





# 4:ADMINISTRATION - INSURANCE



## 3: GAA Liability Insurance

- Covers employers and public liability insurance

## 4: GAA Hirers Scheme

- Insures use of GAA premises by outside bodies

- It provides protection for third parties and the GAA Club.

**Note:** If any outside activity takes place on club grounds, insist on insurance through the hirers scheme



## 4:ADMINISTRATION - CLUB PROPERTY



### Vesting of Property: (R 10.1 to 10.12)

- The real property of the club is vested in five full members of the GAA
- Three are selected by the Executive Committee
- One appointed by County Committee, one by Provincial Committee
- The trustees sign a 'Declaration of Trust' approved by GAA
- Only property vested in GAA is eligible for Association grant aid

**Note:** Before clubs consider charitable status, should consult with Provincial committee (relevant to 6 counties)



# 4:ADMINISTRATION

## - DIV/COUNTY BOARD DELEGATE



**Note:** Clubs should have a separate officer for this role

### Principal Responsibilities:

- To contribute on behalf of his club to the effective administration of County/Divisional Committee Affairs.
- To represent club interests and views at County/Divisional Committee meetings.
- To ensure regular, appropriate, concise and prompt communication between Club and County/Divisional Committee.





# 5:CLUB PLANNING



## Planning Ahead

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

## Note:

- Comhairle Club Planning Programme available in all counties



## 5:CLUB PLANNING



### What is a Club Development Plan?

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

- 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'





# WORKSHOP



GAA Club Officer Programme  
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# ADMINISTRATION + COMMUNICATION



## Workshop Questions – Chart Exercise

- 1: What improvements, if any, can we make to administration in our club?
- 2: As club secretaries, how can we communicate efficiently within our clubs and to Division/County Committee
- 3: How can we improve the promotion of our club activities in the locality



# CLUB PLANNING



## Workshop Questions – Chart Exercise

1: How can we ensure that our club is planning for the future and not working on a day to day basis

2: What can we do to get rid of the perception of a 'closed shop' that may exist in our club



# VOLUNTEERS



## Workshop Questions – Chart Exercise

1: How can we ensure that current volunteers in our club send out the right signals to encourage other volunteers

2: How can we increase the number of people volunteering in our clubs

