

Naomh Barróg GAA Club

Terms of Reference/Functions for Adult Games Co-ordinator and Adult Games Committee.

The Adult Games Co-ordinator and Assistant Adult Co-ordinator will be selected by the Games Director in agreement with the Club's Executive Committee. Ideally the Adult Games Co-ordinator should not be involved with a team in the Adult Section. Their responsibility is to be involved with all teams both football and hurling involved in CCC.

The functions of the Adult Games Co-ordinator and Adult Games Committee are as follows:

1. To organise and co-ordinate both football and hurling, u18, U21 to Adult associated with CCC.
2. Before the commencement of each new season the Adult Games Co-ordinator and Assistant Adult Games Co-ordinator have to form the Adult Games Committee, who together will plan the year ahead and run the Adult Section.
3. The Adult Games Committee should have up to seven people on the Committee to represent the teams involved with the CCC. The officers on the Committee should be the Adult Games Co-ordinator, Assistant Adult Co-ordinator, Secretary, Board Delegate, Retention Officer and two Committee Members.
4. The Adult Games Co-ordinator will involve all members on the Committee in decision making and will delegate responsibilities and targets for the successful running of the Adult Games Committee.
5. The Adult Games Committee are to meet once a month to review how matters are progressing, to solve problems arising and to plan for the future in a constructive and visionary manner for the good of our members and Club.
6. One of the main functions of the Adult Games Co-ordinator and Adult Games Committee is to support each team during the Football and Hurling Season. They should attend the games and training of each team during the season to observe and advise.
7. **At the commencement of the new season**
 - At the beginning of January the Adult Games Co-ordinator is responsible for submitting to the Club Secretary Team lists with contact Names/Numbers etc for CCC. To be aware of transfers to and from Club and re-grading of players via Club Secretary.
 - To organise the Management teams in Football and Hurling. Before asking Club members to get involved in management the Adult Games Committee should be aware of their qualifications, past experience, the qualities, personality, leadership and necessary skills to do the job well and in a positive way.
 - The Adult Games Committee reserves the right to include additional Mentors on any Management team.
 - When Management Teams are in place the Adult Games Committee will meet the Mentors of each team to support, guide and endorse each member of them. At this meeting the Adult Games Committee will discuss Mentor involvement, panels, resources, training and coaching programmes, qualifications, membership fees and other relevant matters.

Please note

- **Appendix 1 Guidelines for the selection of Mentors to Adult Hurling and Football Teams**
- **Appendix 2 Terms of Reference for Adult Team Management and player welfare**

8. Ongoing functions for the Adult Games Co-ordinator and Adult Committee are:

- To organise along with other sections in the Club a timetable for the All Weather Pitch.
 - To assist Club Registrar in payment of Membership Fees.
 - To liaise with Club Delegate to County Board regarding Teams and Club affairs.
 - To maintain and support good and equal relationships between football and hurling in the Club.
 - To encourage good relationships and support between the Adult Teams in both football and hurling representing the Club.
 - To encourage Managers and their assistants to obtain coaching qualifications in football and hurling to improve standards. To introduce and invite on occasions experts in their field associated with Gaelic Games to coach, demonstrate, advise and guide, that will help to improve playing standards in our Adult Teams.
 - To liaise with Disciplinary Committee re: players who are sent off at games or for other indiscipline offences relating to their team while representing Naomh Barróg.
 - To mediate should problems and misunderstandings arise between Managers, Players and other Clubs or other related matters.
9. The Adult Games Co-ordinator should keep the Games Director and Games Committee informed of Adult Games progress and development. He should provide a short written report for the Games Committee each month.
10. The Adult Games Co-ordinator has to write an Annual Report for the Club AGM regarding the progress, development, challenges and achievements of the Committee and Teams in the Adult Section of the Club.
- 11. The Adult Games Co-ordinator and Adult Games Committee are responsible for keeping in touch and informed regarding the following matters:**
- **The Mentors Meeting:** This important Club Meeting should be encouraged and promoted for the development of Club spirit and ethos. Mentors from the different Adult Teams should be advised to attend on a regular basis. Each team is to be represented at the weekly meeting. The Adult Games Director will chair this Meeting on occasions.
 - **The Disciplinary Committee:** The Adult Games Committee should promote positive discipline and sportsmanship within our adult teams. For acts of indiscipline and poor sportsmanship players should be challenged and if necessary referred to the Club Disciplinary Committee. The Club's good reputation and high standards must be protected and maintained. The Adult Games Committee should liaise with the Disciplinary Committee when necessary
 - **Children First Policy:** The Club is very active in maintaining the highest of standards where we are involved with juvenile players both male and female. All Adult Teams, Mentors and players should be aware of our Children First Policy, with Guidelines for the child protection of children and teenagers to the age of 18 years in our Club. Mentors

and Adult players should know that abusive and bad language, unnecessary bad behaviour on the field of play or on Club Ground while representing the Club must be challenged and not tolerated. Our juvenile players look up to our Adult players for encouragement and inspiration. Our Adult players should be role models for our Juvenile members. Even though it is not compulsory for Adult Mentors or Adult Players to do the Child Protection in Sport Awareness Certificate, the Adult Games Committee would recommend them to do it.

- **Membership Fees:** The Adult Games Co-ordinator and Committee should communicate with Club Registrar on a regular basis, especially at the commencement of the new season and support him in the collection of fees. Adult players should be made aware that early collection of fees is paramount for the financial running of the Club where Affiliation Fees to County Board and Insurance Premiums have to be paid before the start of each new season. One Mentor/Player is to be selected as the person responsible for collecting fees and working in close association with the Registrar and his Committee. Players who make no effort to pay their fees and have no genuine excuse for not paying them should be aware of the penalties set in place until they pay them. The Club Registrar is always available to be consulted on matters pertaining to Membership Fees.
- **CCC Board:** This Board will play a very important role in the life of our Club. It is important that we keep in contact with it. The selection of the Club member to represent the Club at Board level is very important as they keep the Club informed of what is happening, by relaying County Board information and decisions made. The Board Delegate should be part of the Adult Games Committee. The Club Secretary is the main source for receiving information from the County Board and letting everyone know in the Club exactly what is occurring at County Board and Central Board levels. For all Club business associated with games and other important Club matters the Club Secretary should always be notified and kept informed.
- **Qualifications and Coaching:** It is important that we encourage our Mentors and Adult players to do courses in football and hurling, to attend workshops and seminars that will give the necessary qualifications and skills to manage, to coach and to train teams at the highest level of efficiency and high standards. Mentors and Adult Players should be actively encouraged to do such courses. The Club will pay for Mentors/Adult Players to attend and participate in these courses and seminars.
- **MIND UR BUDDY:**

In June 2013 the Club set up MIND UR BUDDY project and a Committee was formed. In our Club we have experienced one of our members dying from suicide and have witnessed the devastation it causes to families and among friends. This project is run in association with Pieta House to observe and put in motion a programme that will help and support a person who suffers from stress and depression, who find themselves in a dark place in their lives at a certain time. It is important that all Mentors and members who are involved with adolescent and adult teams to learn the signs and body language that can indicate that some person might need listening to, support and compassion.

The MIND UR BUDDY Committee are available to advice, guide and refer a person who needs this help to a Counsellor in Pieta House who is available at all times to the Club. It is important that all our Mentors and Adult Players support and encourage the MUB

Committee. The Adult Games Committee has a vital role to play in highlighting the work of this Committee and supporting it.

Appendix 1

Guidelines for the selection of Mentors for Adult Hurling and Football Teams

- A. Each Manager and Management Team will be reviewed on an annual basis by the Adult Games Committee.
- B. Expressions of interest to manage any Adult Football or Hurling team where there is a management team in situ, should be submitted in writing between the 1st and 8th of November.
- C. The Adult Games Committee in consultation with the Executive Committee reserves the right to advertise any adult team management position where there is an expression of interest from a club member to manage a team.
- D. Following a decision of the Adult Games Committee to consider a change to the management of an adult team, the position will be advertised generally within the Club. This will include prominent places in the Clubhouse, Club Newsletter etc. to keep Club members informed and allow other interested Club members apply if they so wish.
- E. In addition any vacant position for Adult Team Management will also be advertised within the Club.
- F. The Adult Games Committee will encourage collaboration where there are two or more expressions of interest to manage one particular team.
- G. Application Forms**
 - Application Forms will be sent out to all interested parties including the Management Team in situ.
 - Applications will only be accepted on the Official Application Form up to the 22nd of November. Late Application Forms will not be considered.
 - In the event of non-competition, the new incoming Management Team will complete an abridged version of the Application Form, covering relevant details required by the Adult Games Committee.
- H. In the absence of an agreement an interview process will be implemented to determine the Management Team for the coming season. If there is to be an interview for a position the Executive Committee should be informed in advance.
- I. The Interview Panel will be made up of 2 Adult Games Committee Members and 1 independent Club member nominated by the Executive Committee.
- J. Interview Process**
 - The selection criteria will be incorporated into the Official Application Form.
 - The Interview Panel will follow an identical format in each interview of Applicant Teams including an identical format and scoring criteria. The Interview Panel will be briefed on the format in advance of the interview.

- The Interview Panel will inform Adult Games Committee of its recommendation, who will then inform the Executive Committee, prior to the official simultaneous announcement to the competing Management Teams.
- K. Any appeal to the appointment must be made in writing to the Executive Committee laying out the reason for the appeal within seven days. On receipt of this appeal the Executive Committee will convene a meeting to discuss the issues raised in the appeal and will then advise the parties involved of its decision within fourteen days of receiving the appeal.
- L. A Management Team when they finish with their term should be acknowledged and appreciated for their effort, loyalty, commitment and achievements.

Appendix 2

Terms of Reference for Adult Team Management and Player welfare.

- 1. The Management Team should consist of a least four people.** The Manager of the team (ideally all on the Management Team) should have at least an Award 1 in Football or in Hurling. One of the Management team should have a recognised qualification in First Aid and Defibrillator. Each member of the Management Team should have a specific role to play in Team Management.
- 2. During the Season Management Teams should**
 - Block Train when and where appropriate.
 - Maintain good communications between football and hurling.
 - Support and work with Adult Games Committee during Championship Competitions.
 - Attend relevant Coaching and Seminar Courses run by the GAA.
 - Submit 4 Adult Team Management Reports per season to Adult Games Committee on team progress, panels, difficulties, challenges and achievements.
 - Be actively involved to facilitate and vocal in the collection of players membership fees.
- 3. Team Panels**
 - Panels/Players will be selected in descending order commencing with the Senior Panel. This selection should be decided on as quickly as possible.
 - The Adult Games Committee and Management Team will work together and co-operate to achieve a fair and sensible result.
 - The target should be to have 25 players per panel.
 - A player who shows he has the ability to perform at a higher level, or with the team above him should be encouraged and supported, even during the season to do so. Equally a player should be prepared to drop down to a lower team and division and give a commitment to that team. Consultation between Adult Games Committee and Team Management should take place if a situation like this occurs.
 - The Adult Games Committee and Team Managements should agree on the panels especially before the commencement of the new season or before a player makes himself ineligible to play for another team by playing over the requisite number of games they can play for another team within the Club.

4. **Integration of Minor Teams:** The Adult Games Committee has to be active in integrating, developing and maturing our Minor panels in both football and hurling. The Minor players should feel part of the Adult Section and treated accordingly and appropriately. Player burn out for Minor players is a concern for the Adult Games Committee.

The Club's priority must be to make sure that no player finishing Minor, no matter what his ability is, becomes disillusioned or feels isolated within the Adult Section. The Adult Games Committee needs to monitor their progress while they are Minor players and when they enter Adult teams especially during their first year.

- Minor players joining the Adult Teams in the Club should play at the level they are capable of playing.
- Occasionally during the year our Minor Teams should train with our Adult teams.
- A mentoring system between Minor players and Adult players could be organised. The Managers of the Adult Football and Hurling teams should be invited to talk and give a coaching session to the Minor panels. This contact will give the Minors an insight into Adult coaching which will encourage their expectations about being involved with an adult team.

5. Player Welfare:

Player welfare will be a priority in our Club. The Club insists that players look after themselves, physically and mentally. They should not be allowed play or enticed to play if unfit or against medical advice. Every player should be covered and insured adequately. If players are self-employed they should be sensible and responsible for having extra cover. The Club should be careful of player burnout. Injured players should know who the Players Representative is in the Club.

Team Management should be vigilant where players might be victims of bullying or isolated by other players or where their morale is affected by constantly being omitted from team selection. If a player is experiencing bullying, rejection or dissatisfied for other reasons, the Adult Games Committee will be available to listen, support and guide if necessary.

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6. Players lost to the Club:

The Adult Games Committee's aim is to reflect on ways that will help players to enjoy playing and being part of the Club, It is accepted that once players leave the Club it is very difficult to get them back involved. It is important that this situation is monitored regularly and that a Club member in the Adult Section is given this responsibility to keep an eye on.

If a player leaves the team or wants to leave the team the Retention Officer should enquire their reason for leaving or wanting to leave. Continuous absenteeism from training and games should also be addressed .

If a player is dissatisfied with the team for one reason or another the Club Games Committee will be available to meet and discuss his concerns.

It will be the function of the Retention Officer to put in place guidelines to help him support and guide players who are having difficulties which involve his membership of his team or Club.

Signed: Dick Fields (Games Director)

Date: 23rd June 2015