

Naomh Barróg GAA Club

Terms of Reference/Functions for Camogie Co-Ordinator and Camogie Committee

The Camogie Co-ordinator and Assistant Camogie Co-ordinator will be selected by the Games Director in agreement with the Club's Executive Committee. Ideally the Camogie Co-ordinator should not be involved with a team. Her/ His responsibility is to be involved with all teams involved in An Bórd Camógaíochta.

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

1. To co-ordinate Camogie in the Club from U8 to Adult
2. Before the start of each new season the Camogie Co-ordinator has to form the Camogie Committee who together will plan the year ahead and run the Camogie Section`.
3. The Camogie Committee should have up to seven people on the Committee representing the different Camogie teams. The officers on the Camogie Committee should be the Co-ordinator, Assistant Co-ordinator, Secretary, Board Delegate and three Committee Members. Martin Nolan as Games Promotion Officer will be available to attend this Committee when.
4. The Co-ordinator will involve all members on the Committee in decision making and will delegate responsibilities and targets for the successful running of the camogie Committee.
5. The Camogie Committee are to meet once a month to review how matters are progressing, to solve any 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 Camogie Co-ordinator and Camogie Committee is to journey with each team during the Camogie Season. They should attend the games and training of each team during the season as often as possible to observe, advice and support.
7. At the commencement of the new season the main function of the Camogie Committee is
 - In January before the commencement of the new season the Camogie Co-ordinator is responsible for submitting Entry Forms, Contact Names/Numbers in December/January to Camogie Board.
 - To select the Manager and Mentors for each team in the Camogie Section. When Management of each team is in place, the Camogie Committee will meet the Mentors of each team from u8 to Adult to support, guide and endorse each

member of the team. At this meeting the Camogie Committee will discuss Mentor involvement, panels, resources, training and coaching, programmes, membership fees, the Children's First Policy in our Club and other relevant matters.

- To organise and co-ordinate all the gear and resources necessary for each team
 - To organise along with the other Sections in the Club a timetable for All Weather Pitch.
 - To assist Club Registrar in payment of Membership Fees.
 - To nominate and communicate with the Delegates who attend Camogie County Board.
 - To oversee the implementation of the Code of Best Practice regarding Child Protection.
 - To advise and guide Mentors in who are involved in the Go Games Rules
 - To advise and guide Mentors who will be involved in the preparation of teams for Féile na nGael and in their fundraising plans.
 - Continuous coaching and up-skilling of our Mentors is important. It is the function of the Camogie Committee to organise in consultation with our GPO and Co-ordinators from the other Sections in the Club suitable on going Coaching Courses in Camogie.
8. To communicate with Games Promotion Officer re:
- Promotion of games in the local Primary and Secondary Schools.
 - Recruitment and promotion of new players.
 - Promotion of Easter and Summer Camps
 - Coaching of teams and up-skilling Mentors in the Club.
 - Organisation of Skills and Development Courses in Foundation Level, Award 1 and Award 2 Courses in Camogie.
9. To liaise with the Disciplinary Committee regarding players being sent off or players causing problems due to indiscipline, bullying or lack of respect.
- To deal with difficulties or misunderstandings associated with Teams, Mentors, Players, Parents or other related matters. If unable to solve problem to then liaise with Games Director for support and guidance.
 - To contact Children First Committee if aware of a child under stress due to bullying or family problems effecting the child, for possible support or intervention if necessary.
10. To inform Managers/Mentors what the ethos of the Club is for the good of Naomh Barróg. Teams are to support teams above them in age when necessary, to train and do block training with the teams closest to them in age. This is to be encouraged to develop Club relations and Club spirit. All players and teams in Naomh Barróg are to be treated equally and with respect.
11. Teams in the Camogie Section should be encouraged to build relationships with teams outside Dublin, to organise Tournaments between each other and to experience playing other Clubs outside Dublin or in other countries so that they learn to value and appreciate things more and for their personal development.

12. To supervise and encourage accountability when teams are fundraising and to know when, where and why they are organising and doing this.
13. To keep the Games Director and Committee informed of what is occurring and being achieved in the Juvenile Section.
 - To attend and provide a short written report on progress at monthly Games Committee Meetings.
 - To write an Annual Report for the Club AGM, reporting on the progress and development in the Camogie Section, listing the achievements made.
14. The camogie Co-ordinator and Camogie Committee are responsible for keeping in touch and informed re 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 team should be encouraged to attend on a regular basis. Each team is to be represented. The Camogie Co-ordinator will chair this meeting on occasions.
 - **The Disciplinary Committee:** The Camogie Committee should promote positive discipline and sportsmanship within our teams. For acts of indiscipline and poor sportsmanship players should be challenged and if necessary reported to the Club Disciplinary Committee. The Clubs good reputation and high standards must be protected and maintained. The Camogie 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 members. All children playing for our Club are to be treated with respect, dignity and equally at all times. Abusive, degrading or bad language by Mentors or other adults is to be challenged and not tolerated. If the Camogie Committee are aware of such abuse either from Mentors, Parents or supporters on the line they should deal with it. If they are also aware of such abuse or where a player is vulnerable because of circumstances outside our Club they should notify the Child Protection Officer and the Committee within the Club for advice and guidance.
 - **Martin Nolan, Club GPO:** Martin Nolan will attend the Camogie Committee when invited. Martin visits all the schools associated with the Club every week. He is in touch with the Principals, with the teachers in training teams and promoting the Club. He attends coaching sessions and attends matches every week also and is available to guide and coach Mentors and teams. He arranges Coaching Courses in Football/Hurling/Camogie or when they are needed or when requested. The Camogie Co-ordinator and Camogie Committee and GPO must work and liaise together on a weekly basis.
 - **Membership Fees:** The Camogie 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. Mentors in the Camogie Section should be made aware that early collection of fees is paramount for the financial running of the Club. The Camogie Committee

must keep in touch with all the teams to insure that the members are paying their membership fees. They are to organise one Mentor from each team to be the person responsible for collecting fees and working in close association with the Registrar and his Committee. The Committee is responsible for the annual registration of all the players to the County Board. This is a vital exercise that must be organised professionally. If it is not done properly it can cause many problems now and in the future.

- **Delegates to the Board:** The Board Delegates will play a very important role in the life of our Club so it is important that we keep in contact with them and what they are doing. The Camogie Committee at the beginning of each season should nominate the two delegates who will represent the Club at the County Board Meetings. The Delegates are very important for relaying information and keeping the Club informed about what is happening and of decisions made. The Delegates should or could be part of the Camogie Committee.
- **Referee Co-ordinator:** This is an important position in the Club. The Referee Co-ordinator is responsible for organising referees weekly for Camogie Go Games within the Club. The Camogie Committee and Mentors of the teams playing Go Games should be in touch each week in advance of the games with the Referee Co-ordinator to make sure the young referees know where they are refereeing.
- **Club Mini Leagues:** The Camogie Co-ordinator and Camogie Committee should communicate with the Mini Leagues Co-ordinator and support the aims of the Mini Leagues. The Mini Leagues are the life blood of the Club so it is important that they are encouraged, supported and financed. The Camogie Committee should help prepare and welcome the Mentors and Team who will be joining the Camogie Go Games before the start of each new season. The Camogie Committee should be aware of what is happening in the Mini Leagues. A member of the Camogie Committee should be the representative from that committee on the Mini League Committee. The Camogie Co-ordinator and Camogie Committee should attend the Mini Leagues regularly.

Running the Camogie Section in our Club is a huge undertaking and challenge. It demands a lot of time, self-discipline, energy and reflection. No one man can do this. A Camogie Committee well organised, united in their vision and commitment will achieve their potential. The Camogie Committee should have the confidence and common sense to take on challenges and to know when necessary when to look for support and advice when problems and difficulties arise. On behalf of the Club I would like to thank the Camogie Co-ordinator, Assistant Camogie Co-ordinator and the Committee for agreeing to be part of and involved with this Committee. The Club appreciates your commitment. We wish you the best of luck.

Signed: Dick Fields, (Games Director)

Date: 1st May 2015