

Naomh Barróg GAA Club

Terms of Reference/Functions for Ladies Football Co-Ordinator and Ladies Football Committee

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

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

1. To co-ordinate Ladies Football in the Club from U8 to Adult.
2. Before the start of each new season the Ladies Football Co-ordinator has to form the Ladies Football Committee, who together will plan the year ahead and run the Ladies Football Section.
3. The Ladies Football Committee should have up to seven people on the Committee representing the different teams. The officers on the Ladies Football Committee should be the Co-ordinator, Assistant Co-ordinator, Secretary, Board Delegate and three Committee Members. Martin Nolan as Games Promotion Officer will attend this Committee when invited.
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 Ladies Football Committee.
5. The Ladies Football 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 Ladies Football Co-ordinator and Committee is to journey with each team during the Football 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 Ladies Football Committee is
 - In January before the commencement of the new season the Ladies Football Co-ordinator is responsible for submitting Entry Forms, Contact Names/Numbers to the Ladies County Football Board.
 - To select the Manager and Mentors for each team in the Ladies Section. When Management of each team is in place, the Ladies Football 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 Ladies Football 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 Ladies Football Board.
 - To oversee the implementation of the Code of Best Practice regarding Child Protection.
 - To advise and guide Mentors 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 Ladies Football Committee to organise in consultation with our GPO and other Co-ordinators from the other Sections suitable on going Coaching Courses in football.
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 Football.
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 CCC1 & CCC2 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 Ladies Football Section.
 - To attend and provide a short written report on progress at monthly Games Committee Meeting.
 - To write an Annual Report for the Club AGM, reporting on the progress and development in the Ladies Football Section, listing the achievements made.
14. The Ladies Football Co-ordinator and Ladies Football 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 teams should be encouraged to attend on a regular basis. Each team is to be represented. The Ladies Football Co-ordinator will chair this meeting on occasions.
 - **The Disciplinary Committee:** The Ladies Football 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 Club's good reputation and high standards must be protected and maintained. The Ladies Football 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 and 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 Ladies Football 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 be available for the Ladies Football Committee. 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 Ladies Football Co-ordinator and Ladies Football Committee and GPO must work and liaise together on a weekly basis.
 - **Membership Fees:** The Ladies Football Co-ordinator and Committee should communicate with Club Registrar on a regular basis especially at the commencement of the new season and support him/her in the collection of fees. Mentors in the Ladies Football Section should be made aware that early collection of fees is paramount for the financial running of the Club. The Ladies

Football 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.

- **Board Delegate:** The Board Delegate 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 Ladies Football 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 Ladies Football Committee.
- **Referee Co-ordinator:** This is an important position in the Club. The Referee Co-ordinator is responsible for organising referees weekly for CCC1 Go Games within the Club. The Juvenile 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 Ladies Football Co-ordinator and 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 Ladies Football 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 Ladies Football Committee should be aware of what is happening in the Mini Leagues. A member of the Ladies Football Committee should be the representative from that committee on the Mini Leagues Committee. The Ladies Football Co-ordinator and Committee should attend the Mini Leagues regularly.

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

Signed: Dick Fields, (Games Director)

Date: 1st May 2015