



# Guidelines for County Officers





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# Introduction

The Ladies Gaelic Football Association is an organisation which endeavours to reach into communities in Ireland and internationally to promote Ladies Gaelic Football. Voluntary workers and employees throughout Ireland and internationally promote the ideals of the Association and assist other organisations with like ideals.

We, in the LGFA rightly believe our game to be among the finest in the world but we know too that the LGFA is about more than just what happens on the field of play. Indeed our game can only continue to flourish if we strive to apply the same high standards to everything that we do behind the scenes as well. We should pride ourselves not just on what we do, but on doing things the right way.

As the Ladies Gaelic Football Association continues to grow from strength to strength, it is important to remember the people who have been at the core of this growth, our officers and volunteers.

Our units, be they province, county or club, operate today in a very complex and exacting world. The demands placed upon us are many and varied. We have a responsibility to our members and to the wider community to make sure that the LGFA continues to be held in the highest esteem. That burden is shouldered for the most part by our volunteers throughout the Association.

We, in turn as an association, have a responsibility to those volunteers to ensure that they are aware of the standards expected of them, and have a well-defined structure within which to perform their duties, and upon which they can rely.

This guide will serve as a useful reference point for officers as they continue their invaluable work, and offer support and guidance to all our officers and volunteers throughout Ireland and internationally.



## Role Description

The Chairperson is the principal officer on the county executive with responsibility for planning, organising and managing the affairs of the LGFA in the county. The chairperson must be a leader with a vision on how to progress the association. The chairperson plays a key role in ensuring that county board meetings function effectively and efficiently, where decisions taken are acted on.

*Reports/accountable to*  
County Board

## Responsibilities

### 1. Chair County Board and County Executive Board meetings

- The Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to the rules of the association and that matters are dealt with in an orderly and efficient manner
- S/he must:
  - Bring impartiality and objectivity to meetings and decision making
  - Facilitate change and address conflict within the board/officers
  - Facilitate those present to make their views, while maintaining control over the meeting
  - Ensure that meetings are progressive and that decisions are implemented

### 2. Ensure that the County's LGFA affairs are managed effectively

- The Chairperson must co-ordinate the affairs of the County Board to ensure that appropriate procedures are in place for the effective management of the running of LGFA within the County
- S/he must:
  - Keep an overview of all LGFA activity ensuring corrective action is taken, where needed
  - Oversee selection of management and running of county teams, including appointment and contracts
  - Oversee the implementation of the County Strategic Plan
  - Ensure that an annual Development Plan is in place for the County
  - Ensure all officers are fulfilling their role

# Chairperson

- Ensure sub committees are operating effectively
- Act as Designated Liaison Person for safeguarding purposes, unless another person is chosen and ratified for this position

### **3. Uphold the rules of the Association**

- The Chairperson must ensure that the rules of the Association are upheld at all times and must ensure that all Association policies is implemented in the County

### **4. Represent the County**

- The Chairperson will be called upon to represent the County and sometimes be its spokesperson at various functions, meetings etc... S/He should be aware of current issues that might affect the Association and should always seek help and advice, if required. The Chairperson will also be asked to attend meetings at National and Provincial level as required and should report back to the County Board on all matters of interest

### **5. Be a leader and have a vision for the future of the LGFA in the County**

- The Chairperson should have a vision for how the LGFA in the County will progress and should ensure that the County is operating to the County strategic plan. The Chairperson must be seen to 'lead the County Executive team'. This also involves regularly reviewing the Board's performance and identifying and managing the process for renewal of the Board through recruitment of new members



SKILLS	KNOWLEDGE
<ul style="list-style-type: none"><li>• Excellent leadership, planning, organisational, interpersonal and communication skills</li><li>• Excellent facilitation and negotiation skills</li><li>• Ability to ensure decisions are taken and followed-up</li><li>• Impartiality, fairness and the ability to respect confidentially</li><li>• Ability to delegate key tasks to other officers</li></ul>	<ul style="list-style-type: none"><li>• Be familiar with the official guide and bye-laws</li><li>• Have sound knowledge of the Association</li><li>• Have experience of Board involvement/people management</li></ul>
	<b>OTHER REQUIREMENTS</b> <ul style="list-style-type: none"><li>• Have time to do the job</li><li>• Have a genuine interest in the Association</li><li>• Be of good standing in the community</li></ul>

# Vice Chairperson

## **Role Description**

The vice-chairperson role is vital in assisting the principal officer on the county executive with responsibility for planning, organising and managing the affairs of the LGFA in the county. The vice-chairperson must be a leader with a vision on how to progress the county. The vice-chairperson plays a key role in ensuring that county board meetings function effectively and efficiently whenever the chairperson is unavailable through illness, holidays etc..., and is key to succession planning within the county, it is a pathway to potentially becoming the county chairperson.

The skills and knowledge required for a vice-chairperson mirror those required as chairperson.

*Reports/accountable to*  
County Board



## Role Description

The Secretary is the chief administrator in the county, responsible for the day-to-day management of the county board activities. The Secretary has a key role to play in ensuring that effective communication exists between all County Board Officers and between the County Board and the Clubs of the County.

*Reports/accountable to*  
County Board

## Responsibilities

### 1. Effective administration of the County affairs

- Responsible for the day to day administration and coordination of the County Board activities
- To maintain good communication lines with all clubs in the county
- To manage all official correspondence to and from the Central and Provincial Councils in connection with County and Club matters, and forward the details to the relevant personnel
- To ensure up-to-date records are kept of board memberships
- Deal with and sign transfers (inter-club and inter-county) and permits, in accordance with LGFA rules. These forms should be forwarded to the relevant body.
  - Inter-club Transfer within County – sent to county secretary
  - Inter-club/County Transfers within Province – sent to Provincial administrator
  - Inter-club/ County Transfers outside the Province – sent to head office
  - Summer Permits – forwarded to Head Office for approval*Important to inform Head Office of return of players on Summer Permits to Ireland*
- Ensure players have accurately completed injury forms, i.e. all sections are completed, all information is correct and all signatures are obtained. When the form is in order, it should be signed and forwarded immediately to LGFA, Croke Park, Dublin 3, and a record of all forms sent should be kept
- Liaise with provincial council/central council re: county teams

- Ensure programmes, venues etc. are communication with head office within the specified timeframe
- 2. Assist the fixtures committee with the development and implementation of the County Fixture Plan**
    - Ensure the development a master fixture plan for the county each year
  - 3. Keeping records**
    - Ensure that all the following records are maintained:
      - Matches
      - Venues
      - Dates and winners
      - Injury fund
      - Record of all correspondence
      - Minutes of meetings
      - To ensure up-to-date records are kept of board memberships
  - 4. Meetings**
    - The Secretary must ensure that all arrangements for meetings are met:
      - Responsible for the preparation of meeting agenda in consultation with the Chairperson
      - To circulate agendas and any supporting documents in good time
      - To minute meetings and circulate the draft minutes to all board members with all other relevant documentation
      - Clarification of rules/ other queries



SKILLS	KNOWLEDGE
<ul style="list-style-type: none"><li>• Excellent communication (verbal and written), and interpersonal skills</li><li>• Excellent influencing skills</li><li>• Excellent ability to manage people/ resources and build and sustain good team relationships and manage conflict</li><li>• Strong leadership and decision making skills</li><li>• Excellent negotiation skills</li><li>• Excellent strategic skills and innovative thinking in order to develop/contribute to vision and implement strategy</li><li>• Effective presentation skills</li><li>• Very good time management and organisational skills in order to effectively manage self, others and plan, initiate, develop and implement projects</li><li>• Effective numerical and analytical skills</li></ul>	<ul style="list-style-type: none"><li>• Be familiar with the official guide and all County bye-laws</li><li>• Clear and detailed knowledge of LGFA's structures, rules, regulations and procedures at all levels of the Association</li><li>• Working knowledge of IT related packages and systems</li></ul>

# Assistant Secretary

## **Role Description**

The role of the assistant secretary is to assist the chief administrator in the county, responsible for assisting the secretary in the day-to-day management of county activities. The assistant secretary has a key role to play in ensuring that effective communication exists between all county officers and between the executive and the clubs in the county, and is key to succession planning, as well as deputising for the Secretary during periods of illness, holidays, etc...

The skills and knowledge required for an assistant secretary mirror those required as secretary.

*Reports/accountable to*  
County Board



## Role Description

The overall role of the Treasurer is to ensure that all financial matters within the County are managed correctly and efficiently. S/he must ensure that proper books of accounts along with proper controls and procedures are in place and adhered to. S/he should have ultimate responsibility for financial matters of all other County sub-committees.

*Reports/accountable to*  
County Board

## Responsibilities

- 1. To ensure proper financial records and procedures are maintained**
  - To oversee and present accounts and financial statements to the County board on a quarterly basis
  - To ensure that appropriate accounting procedures and controls are in place and adhered to in relation to all financial matters
  - To liaise with other Board members about financial matters
  - To ensure compliance with relevant legislation
  - To advise on the fundraising strategy of the County Board
  
- 2. Financial planning and reporting**
  - To prepare a detailed County financial budget at the beginning of each year, which should be agreed and accepted by the County Board and all other sub-committees
  - To advise the County Board of the financial implications of strategic and operational plans
  - To provide accurate and up to date assessment of the County's finances at County Board meetings
  - To make presentations of accounts at the County Convention
  
- 3. Other**
  - To liaise with Club Treasurers on their roles and responsibilities in the Club
  - To arrange for training of Club Treasurers
  - To review the financial statements of all clubs affiliated to the County Board

SKILLS	KNOWLEDGE
<ul style="list-style-type: none"><li>• Experience of financial control and budgeting</li><li>• Experience of fundraising</li><li>• Good communication and interpersonal skills</li><li>• Good organisational skills with an eye for detail</li><li>• Ability to work well with the Chairperson and the Board</li><li>• Ability to ensure decisions are taken and followed up</li><li>• Ability to delegate key tasks to other officers where required</li><li>• Good I.T. knowledge and understanding of accounting software</li></ul>	<ul style="list-style-type: none"><li>• Be familiar with the official guide and all County bye-laws</li><li>• Clear and detailed knowledge of LGFA's structures, rules, regulations and procedures at all levels of the Association</li><li>• Clear and detailed knowledge and management of financial systems and accounts in order to manage day to-day County Board finances</li><li>• Working knowledge of IT related packages and systems</li></ul>
OTHER REQUIREMENTS	
<ul style="list-style-type: none"><li>• Have time to do the job</li><li>• Have a genuine interest in the Association</li><li>• Be of good standing in the community</li></ul>	



## **Role Description**

The Assistant Treasurer role is vital in assisting the treasurer to ensure that all financial matters within the county are managed correctly and efficiently. The assistant treasurer should assist the treasurer in ensuring that proper books of accounts along with proper controls and procedures are in place and adhered to. The Assistant Treasurer is key to succession planning, as well as deputising for the treasurer during periods of illness, holidays, etc...

The skills and knowledge required for an Assistant Treasurer mirror those required as treasurer.

*Reports/accountable to*  
County Board

## **Role Description**

The role of the County PRO is to promote the LGFA in the County and to present a positive image of the Association and our games. S/he should establish good relations with all local media and should provide regular updates on fixtures, results and information on all other LGFA activity in the County. The PRO should also communicate with Clubs on communication issues.

*Reports/accountable to*  
County Board

## **Responsibilities**

### **1. Promote the LGFA**

- Use every opportunity to promote the LGFA in the County with the local media including County and Club games and all other LGFA activity
- Provide the media with timely and regular updates of Club and County fixtures and results
- Ensure the County is well presented

### **2. Relationships with the media**

- Establish a positive working relationship with the local media
- Respond to media queries in an efficient and timely manner
- Present Association policy in a positive manner

### **3. Match Programmes and advertising**

- Coordinate the production of match programmes for Club and Inter-County games
- Liaise with all key groups (team managers, sponsors, advertisers etc...)

### **4. County Website and Social Media**

- Update the County LGFA website on a regular basis with fixtures, results and information regarding all LGFA activity in the County
- Manage the county social media channels (Facebook, Twitter, Instagram etc...)



**5. Club Responsibilities**

- Provide training and support to Club PROs regarding their roles and responsibilities
- Establish communication links with all Club PROs in the County

**6. Other Communications**

- Attend meetings at National and Provincial level as required

SKILLS	KNOWLEDGE
<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills</li> <li>• Good organisational skills</li> <li>• Ability to work well in a team</li> <li>• Ability to recognise good news stories for the LGFA</li> </ul>	<ul style="list-style-type: none"> <li>• Have a very good working knowledge of IT</li> <li>• Have sound knowledge of the Association policies and procedures</li> </ul>
OTHER REQUIREMENTS	
<ul style="list-style-type: none"> <li>• Have time to do the job</li> <li>• Have a genuine interest in the Association</li> <li>• Be of good standing in the community</li> </ul>	

## **Role Description**

The assistant PRO role is vital in assisting the PRO to ensure that all communication and promotions matters within the county are managed correctly and efficiently. The assistant PRO should assist the PRO in ensuring that the county is promoted in the correct manner and that all channels of promotion are utilised effectively. The assistant PRO is key to succession planning, as well as deputising for the PRO during periods of illness, holidays, etc...

The skills and knowledge required for an assistant PRO mirror those required as PRO.

*Reports/accountable to*  
County Board



## **Role Description**

The Role of the Registrar is to ensure all members, both playing and non-playing, are registered with the LGFA. Full registration details are available under 'Clubs' on our website [www.ladiesgaelic.ie](http://www.ladiesgaelic.ie)

Please note, the following changes are being made to registration dates for the coming years;

- 1st August 2020 – 30th June 2021
- 1st July 2021 – 31st May 2022
- 1st June 2022 – 31st March 2023
- 1st April 2023 – 31st March 2023

## *Reports/ Accountable to:*

County Board

## **Roles and Responsibilities:**

- Ensure membership information is up to date
- Ensure team lists are checked
- Ensure that all members in your county are registered, players and non-players, through checks
- Monitor payments for registrations via PayPal
- Liaise with treasurer to withdraw funds from PayPal
- Liaise with development officer in relation to club numbers, i.e. increases or decreases

## **Key points to note**

- A player's registration is valid only when received via the electronic registration system and paid for via PayPal and then approved by the Central Council Registrar

SKILLS	KNOWLEDGE
<ul style="list-style-type: none"><li>• Excellent communication (verbal and written), and interpersonal skills</li><li>• Strong leadership and decision making skills</li><li>• Very good time management and organisational skills in order to effectively manage self, others and plan, initiate, develop and implement projects</li><li>• Effective numerical and analytical skills</li></ul>	<ul style="list-style-type: none"><li>• Clear and detailed knowledge of LGFA's structures, rules, regulation and procedures in relation to the registration of members, both playing and non playing</li><li>• Have experience of committee involvement/people management</li></ul> <p data-bbox="562 491 1018 531"><b>OTHER REQUIREMENTS</b></p> <ul style="list-style-type: none"><li>• Have time to do the job</li><li>• Have a genuine interest in the association</li><li>• Be of good standing in the community</li></ul>



## Role Description

Development is a vital area for Ladies Gaelic Football, which requires dedicated time and work. There are unlimited opportunities for Development Officers in every County, Certain projects should be selected at the beginning of the year and these projects should be concentrated on. All Development Officers should be aiming to put a development committee and development plan in place, to aid progression over a number of years.

*Reports to/ Accountable to*  
County Board

## Responsibilities

### 1. General Duties

- Know the aims and objectives of the Association – have knowledge of the Association’s Strategic Plan
- To increase player participation in the County/Club
- To recruit new volunteers, coaches, referees, administrators, etc.
- Work with other officers for the good of the County/Club
- Identify problems within the County/Club and put a plan in place to resolve the problem
- Encourage fellow officers to get involved with development issues
- Organise development blitzes
- Organise coaching courses within the County/Club
- Organise rules seminars for referees, linespeople, etc.
- Assess the needs of the County/Club and plan for the future development
- Make contacts with coaches in County – liaise with GAA Games Manager in relation to GAA initiatives, e.g. Summer Camps
- Formulate and implement a development plan within the county

### 2. Increase Participation

- Make contact with GAA clubs in which there are no Ladies section
- Work with existing Clubs on initiatives to increase membership
- Make contact with GAA and Cumann na mBunscol to ensure that all Primary Schools are being catered for

- Contact all Post-Primary Schools – notify them of competitions, blitzes
- Identify all possible volunteers – teachers, students, parents, and past-players
- Work with teachers in the County – invite them to meetings, blitzes, etc.

### 3. Identify Problems

- Development Officers should be aware of problems at County Board level and should be made aware of problems at Club level. The Development Officer should work with the county or club to identify the cause of the problem and potential solutions to the problem. Often problems may lead to re-structuring of Club/County policies/procedures, and may not have a quick-fix answer. Time is key to development

### 4. Coaching

- Coaching is a critical part of development and all coaches should be encouraged to take part in regular coaching courses
- Courses provide coaches with new coaching information and policies and ensure a high quality standard of coaching is maintained
- Each County should introduce a Coaching Policy, which outlines that all new mentors must undergo a coaching course and the County will provide at least one coaching course per year
- Courses and programmes are widely available in every County and are a useful tool for recruiting new volunteers;
  - FUNdamentals Coaching course
  - Level 1 Coaching course
  - Level 2 coaching course
  - Refereeing courses (Go Games, Club/Youth, Adult, Annual Refreshers)
  - Gaelic4Girls, Gaelic4Teens, Gaelic4Mothers & Others
  - Club2Gether
  - Development Academies



SKILLS	KNOWLEDGE
<ul style="list-style-type: none"><li>• Excellent oral and written communication skills</li><li>• Good organisational skills</li><li>• Ability to work well in a team</li></ul>	<ul style="list-style-type: none"><li>• Have a very good working knowledge of IT</li><li>• Have sound knowledge of the Association policies and procedures</li><li>• Know the Aims and Objectives of the Associations Strategic Plan</li></ul>
OTHER REQUIREMENTS	
<ul style="list-style-type: none"><li>• Have time to do the job</li><li>• Have a genuine interest in the Association</li><li>• Be of good standing in the community</li><li>• Passion For Coaching, Development and Ladies football</li></ul>	

## Role Description

The key role of the County Children's Officer is to oversee the implementation and promote awareness of our joint Code of Behaviour with the co-operation of Clubs within the County with Club Children's Officers.

*Reports/accountable to*  
County Board

## Responsibilities

- Ensure that each Club has appointed a Club Children's Officer and that these Children's Officers are aware of their roles and responsibilities
- Regularly liaise with all Club Children's Officers; respond to their queries; support and assist them to develop and implement an annual work plan
- Promote and co-ordinate safeguarding workshops for all Clubs in the County
- Ensure on good practice in the recruitment and selection of persons working with young people
- Promote greater consultation with under age players and participation by them in Club and County activities
- Deal with breaches of the Code of Behaviour as per relevant guidelines
- Review and report to the County Board on the extent and nature of implementation of the relevant Association Codes within the County and by Clubs
- Maintain regular communication and liaison with the National Children's Officer and provide reports as required
- Provide a report to the Annual County Convention

*\*Young People. The term 'young people' is used throughout this document denotes any person under the age of 18 years.*



## IMPORTANT

County Children's Officers do not have the responsibility to investigate or validate child protection allegations or concerns at County level. The liaison person appointed to deal with such concerns is the Designated Liaison Person (DLP), as per the GAA Guidelines for Dealing with Allegations of Abuse (Fourth Edition). County boards shall appoint a DLP. The county chairperson automatically assumes the role of DLP unless another person is chosen and ratified by the relevant committee to undertake the role.

## SKILLS

- Have good communication skills, be approachable and open minded
- Be discreet and confidential

## OTHER REQUIREMENTS

- Undertake a Garda Vetting/Access NI/CRB check relevant to their jurisdiction
- Have time to do the job.
- Have a genuine interest in the Association
- Be of good standing in the community

## KNOWLEDGE

- Be familiar with the Code of Behaviour
- Attend the relevant basic awareness training on safeguarding and Children's Officer training
- Be familiar with relevant child welfare/protection legislation
- Have the confidence of all Clubs and in the particular of Club Children's Officers within the County
- Have a commitment to attend other relevant training as required

# Culture and Language Officer

## Role Description

The role of the Culture and Language Officer is to provide advice to the County/Club officers in supporting the National Language and Culture.

## Reports/accountable to

County Board

## Responsibilities

- Act as Chairperson of the County Culture and Language sub-committee, if in place, and to be a member of the County Executive
- Provide a service/input for County Publications/Programmes
- Liaise with other language and cultural groups within the County
- Encourage the use of bi-lingual materials (signs etc...) within the County and in Clubs
- Organise blitzes and events through the Irish language (Gaeilge)

SKILLS	KNOWLEDGE
<ul style="list-style-type: none"><li>• Have good written and spoken knowledge of the Irish Language (Gaeilge)</li><li>• Have good communication skills</li><li>• Ability to Delegate tasks</li><li>• Have good organisational skills</li><li>• Be IT literate</li></ul>	<ul style="list-style-type: none"><li>• A good knowledge of the native language and the traditional culture of the country</li></ul>
OTHER REQUIREMENTS	
<ul style="list-style-type: none"><li>• Have time to do the job</li><li>• Have a genuine interest in the Association</li><li>• Have a genuine interest in the Irish language and culture</li><li>• Be of good standing in the community</li></ul>	



## Role Description

The CODA (Complaints, Objections, Disciplinary and Appeals) Officer shall be appointed by the county executive committee for a three year term and shall only operate at the level or unit to which they are appointed. A CODA may be re-appointed for up to two consecutive 3 year terms. The main role of the CODA officer is to receive, investigate and process complaints, objections, disciplinary actions or appeals.

## Responsibilities

### 1. A CODA shall have the following functions:

- Receive a complaint, objection, disciplinary or appeals report
- Investigate a complaint, objection, a disciplinary or an appeals action.
- Investigate an incident that comes to their attention
- Determine whether an obvious case has been made in an objection, complaint or any incident which comes to the attention of the CODA
- Dismiss any complaint where after an investigation, in the opinion of the CODA, no clear case is established
- In the case of an automatic sending off, the CODA has the power to propose a sanction of no more than 4 weeks
- Refer a complaint, objection, or disciplinary action to the hearings committee
- Prepare relevant documents for the hearing committee and appeals committee
- Make all communications to the relevant parties and to communicate at the request of the hearings committee and appeals committee
- Provide copies of all relevant documents to the parties in advance of the hearing
- Present the case against a respondent before the hearings committee and/or appeals committee in respect of disciplinary action
- Refer a complaint to the informal complaints procedure or mediation before and reference to the hearings committee
- Maintain a record of decisions of the hearings committee and appeals committee

- Report to the county board every quarter, with a summary of any objections, complaints, disciplinary or appeals actions.

## 2. To note

- Where the CODA has potential conflict of interest, they shall stand aside from investigating a complaints, objection or disciplinary action. In this case another CODA will replace them
- In the event that the CODA does not stand aside, the chair of the county shall be entitled to remove the CODA and appoint another one
- The CODA is not obliged to investigate a complaint, objection, disciplinary or appeals action. In an investigation, the CODA may consider and analyse any evidence they deem relevant and shall have the right to make enquiries and request information or document from any member or unit of the association in relation to the matter

SKILLS	KNOWLEDGE
<ul style="list-style-type: none"> <li>• Excellent organisational, interpersonal and communication skills</li> <li>• Excellent facilitation and negotiation skills</li> <li>• Ability to ensure decisions are taken and followed-up</li> <li>• Impartiality, fairness and the ability to respect confidentiality</li> <li>• Ability to delegate key tasks to other officers</li> </ul>	<ul style="list-style-type: none"> <li>• Be familiar with the official guide</li> <li>• Have sound knowledge of the Association</li> <li>• Have experience of Committee involvement/people management</li> </ul>
OTHER REQUIREMENTS	
<ul style="list-style-type: none"> <li>• Have time to do the job</li> <li>• Have a genuine interest in the Association</li> <li>• Be of good standing in the community</li> </ul>	



Counties must hold regular meetings in order to discuss the affairs of the County and make decisions regarding all aspects of County activity. Counties hold meetings of the County Executive and a County Convention. Many other meetings will take place in the County each year including Fixtures meetings and various sub-committee meetings etc.

The manner in which these meetings are organised and conducted will play a major part in the running of the County. Meetings need to be conducted in an efficient manner and must be effective in achieving results. The Chairperson of the County and the chairpersons of the various sub-committees in the County play a key role in managing meetings.

## Meetings Procedures

The efficient transaction of Board business calls for set procedures. The extent to which these are put into force varies a good deal. Generally, the contributions of individual members are limited by rules which are interpreted and applied by the County Chairperson. These rules of procedure are designed to help keep order and to enable sound and acceptable decisions to be reached quickly.

Broadly speaking the rules of procedure will ensure:

- That for practical purposes, the majority decision is the right one
- That at a Board meeting, the majority vote will represent the Board's opinion
- That the minority will agree with the majority ruling

## Establishing the Ground Rules

The County Chairperson should set the meeting ground rules at the beginning of his/her term and ensure that they are adhered to.

Here are a few examples

- A County should have Executive and Board meetings at regular times and dates. It is helpful to specify a night and time such as the first Monday of the month at 8pm
- Meetings start and end on time. Do not allow the start time be dictated by latecomers
- Participation from everyone is encouraged

# Effective Meetings

- Comments are to be non-judgmental
- People will not interrupt speakers
- Assigned tasks from the meeting will be done on time
- No AOB on agenda so correspondence must be submitted prior to the meeting

## The Agenda

### Purpose of an Agenda (Clár)

An agenda is a key part of the planning process for a meeting. It helps to inform all who attend of the scope of the topics to be covered. It also helps each member to prepare, so that those present will have the necessary information and documentation for discussion. A good agenda will help towards productive discussion and decision making.

### Qualities of a good agenda

All items on an agenda should be capable of being dealt with in the time allocated for the meeting. A long and winding agenda will usually be unproductive as the last few items usually get rushed.

Each item should be explained so that the members know exactly what is meant and each item should have only one interpretation. Matters on the agenda should be in order of priority, ensuring that all essential business is transacted first. The first three items on an agenda are usually the minutes of the previous meeting, matters arising from the minutes and correspondence.

### Example Clár:

1. Minutes
2. Matters Arising
3. Correspondence
4. Report from County executive meeting
5. Finance
6. Fixtures
7. Sub-committee Reports
  - (a) PR
  - (b) Development
8. Transfers



## The Minutes

### Meeting Minutes

It is the responsibility of the Secretary to record the minutes of a meeting. This is also discussed in the section of the guide dealing with the role of the Secretary.

Writing of the minutes should be done as soon as possible after the meeting. The Secretary should not try to write everything down, but note the main points of the discussion. If in doubt about decisions, the Secretary should ask the Chairperson for clarification. Minutes are not a verbatim account of the business of the meeting.

### Approval of Minutes

At each meeting, the minutes of previous meeting should be read to those present. The minutes are then agreed as being accurate (amendments made if necessary), proposed and adopted.

*Note: The item "Matters Arising from the Minutes" is intended to report on progress on minor matters. Matters of importance should form separate items on the agenda.*

## Productive Meetings

### Qualities of a Productive Meeting

A productive meeting is one where healthy discussion takes place, clear decisions are taken and progress from the previous meeting can be demonstrated. Remember, meetings that are relatively short and to the point are often the most productive.

A poor meeting is one where discussion takes place in an uncontrolled manner, is dominated by a few participants and lasts much longer than necessary. Decisions are few and far between and are unclear to those present.

## Effective Meetings

If meetings are constantly starting late, involve a few people doing all the talking and fail to make progress, people will not attend. Such meetings waste time and effort, de-motivate those present and diminish the importance of meetings, causing people to stay away. This is not a positive situation for the County and will lead to the view that the County is poorly managed and that a 'closed shop' exists.



County Management Teams play a vital role in the development of our players during the transition from club to county football and therefore it is essential that you select the most suitable personnel for these positions. We have devised a number of sample documents that may assist you with this selection process which can be a stressful time for county executives.

The below templates should be amended to suit your needs in the county. It is important that you start the year as you want to continue and have these correct procedures in place.

## LGFA INTER COUNTY MANAGER ROLE DESCRIPTION

Job Title:

Responsible for:

Responsible to:

### Minimum Experience required:

- Be a member of the Ladies Gaelic Football Association and have a general knowledge of how Ladies Gaelic Football procedures and policies operate
- Demonstrate at least 5 years of a proven track record in management of club and/or county team
- An ability to demonstrate / organise a high standard of coaching (At least Level 1 Coaching Certificate in LGFA/GAA is preferable)
- Has an understanding and will work within the Guidelines of the LGFA and the Code of Behaviour (Underage)
- Be Garda Vetted/Access NI Checked
- Have completed a safeguarding course

### Skills and Attributes of an LGFA Mentor:

- Demonstrate good ability to plan
- Have suitable player management and organisational skills
- Have exceptional leadership qualities
- Be highly motivated and driven to succeed by maintaining high standards of professionalism at all times

# Management Selection

- Have the ability to work as part of a team and work competently with County Board officers, club mentors and when required, the media
- Be committed
- Ability to create a positive environment for all players to develop to the best of their ability
- Have good communication skills and display good listening skills and communicate clearly and concisely with County Board members, Clubs and players
- To be approachable and encourage players to express their thoughts when required
- Have the ability to evaluate and provide quality feedback to facilitate learning and development of players

## Duties and Responsibilities:

- Ensure all of the management team/background team including the Manager are registered members of the Association, have completed the relevant coaching qualifications and safeguarding training, and are successfully vetted/Access NI checked or as applicable in other jurisdictions
- Responsible for coordination of activities for the (Insert Team)
- Provide strong leadership and encourage a supportive team environment with coaching, backroom team and players. Your backroom team must include at least one female liaison person
- Plan, prepare, deliver and evaluate quality and appropriate coaching
- Develop knowledge and understanding of fitness, injury, sports psychology, nutrition and sports science programme/activities to improve and develop the players
- Ensure all relevant personnel are aware of the aims of each session, rationale of every endeavour etc.
- Value input of all helpers, assistant coaches and players at all times
- Be willing to delegate jobs and ensure the assigned person fully understands their tasks
- Develop positive working relationship with the County Board and ensure they are aware of all activities and encourage strong links and communication between each of you throughout the season



- Ensure that all associated costs are within agreed budgets for the season
- Develop relationships with clubs to assist prevention of club and county divisions and ensure playing opportunities for club and county players. Abide by and promote sound ethics and county policy, child protection, fair play and equal opportunities to all members
- Committed to ongoing continued professional development by attending LGFA coach education courses and any in-service training that is organised by the County Board
- Take responsibility for ensuring that all equipment provided to the manager is the responsibility of the manager and that it is kept in good condition throughout the season
- Be aware of and promote the LGFA codes of conduct for coaches, players and parents at all times
- Ensure rules of the Association are abided by all
- Wear the official County Team attire when representing the County on and off the pitch
- Co-operate with any media pre and post games as requested by the County Board, Provincial Councils and the National body of the Ladies Gaelic Football Association and communicate consistent and effective media messages at all times
- Co-operate and attend any events organised for the promotion and marketing of ladies football at County, Provincial and National level
- Be a role model and ambassador gaining the respect and trust of the people you come in contact with

## Sample Interview Questions

(Please note, these are only sample questions that can be used and are not absolute)

### Icebreaker Question

- Tell us a little about yourself?
- How did you get involved in Coaching/Management?
- Where do you see yourself in five years? Ten years?

# Management Selection

## Past experience Questions:

- What teams have you previously being involved with and what roles did you play within same?
- What were main reasons for leaving these posts?
- What are top 3 things you have learned from your previous coaching/management experiences?

## Coaching Philosophy

- Why do you want to get involved with coaching the (Insert team)?
- What is your coaching philosophy?
- How do you define success?
- Can you explain in detail what your typical Tuesday practice would look like?
- How will you create right environment for players to achieve their maximum ability?
- What is your opinion of multi-sport athletes and how would you manage same?
- What would your knowledge and understanding of areas such as fitness, injury, sports psychology, nutrition and sports science programme/activities etc.?

## Communication

- Internal:
  - What roles do you see your support team playing and how do you ensure all are aware of all their tasks on a regular basis?
  - Communicating regularly with the County Board is very important, how do you suggest we can achieve maximum communication throughout?
  - Developing a positive relationship with clubs is a big priority for the County Board on an ongoing basis. What role do you feel you can play in this?
  - What methods will you use to create a positive environment whereby players will be able to express their thoughts when required?



- External:
  - Give us a brief background of your experience with media to date and tell us what role do you play in developing positive relations with the media?
  - How would you handle criticism from the media?

## Dealing with Issues?

- If a player openly badmouths your decisions, how will you handle the situation?
- How will you handle an irate parent or player questioning a player's playing time?

## General

- What makes you stand out among all the other applicants?
- Would you be open to attending continued professional development through attending courses, workshops organised by the County Board?
- What role do you see yourself playing in the overall development of our game in the County?

## Sample Agreement between County Boards and Management Teams

Agreement between ..... Ladies Football Board and Manager of ..... Adult County Team)

Name: \_\_\_\_\_

Position Offered: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Number: \_\_\_\_\_

# Management Selection

Dear \_\_\_\_\_,

The **(Insert County Name here)** County Board has great pleasure in confirming its decision to appoint you as manager of our **(Insert County Team here)**.

There are certain responsibilities, terms and conditions that must be adhered to as compiled by **(Insert County Name here)** Ladies County Board. These terms and conditions are from **(insert date here)** and cease only on the expiry of this agreement or from the date that you receive notification either verbally or in writing from the County Board or its representative(s) that you no longer hold the position of Manager or you give notification verbally or in writing that you are stepping down from your position as manager.

These guidelines must be accepted by you prior to you taking up the position as manager. The terms and conditions of your position are as follows:

Yours sincerely

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**(Insert County name) Ladies Football Board  
Team Managers Roles and Responsibilities**

Job Title: Team Manager of **(Insert Team name)**  
Reports To: **(Insert County name)** County Board  
Correspondence To: County Secretary

## Responsibilities

- Ensure all of the management team/background team are registered members of the Association, have completed the relevant coaching qualifications and safeguarding training, and are successfully vetted/Access NI checked or as applicable in other jurisdictions
- Responsible for coordination of activities for the **(Insert Team)**



- Provide strong leadership and encourage a supportive team environment with coaching, backroom team and players. Your Backroom team must include at least one female liaison person
- Plan, prepare, deliver and evaluate quality and appropriate coaching
- Develop knowledge and understanding of fitness, injury, sports psychology, nutrition and sports science programme/activities to improve and develop the players
- Ensure all relevant personnel are aware of the aims of each session, rationale of every endeavour etc.
- Value input of all helpers, assistant coaches and players at all times
- Be willing to delegate jobs and ensure the assigned person fully understands their tasks
- Develop positive working relationship with the County Board and ensure they are aware of all activities and encourage strong links and communication between each of you throughout the season
- Ensure that all associated costs are within agreed budgets for the season and that a system is put in place where items such as i.e. physio, equipment, team gear, training facilities etc. are required are forwarded to the County Board for approval first and secondly for the board to purchase and pay for same
- Develop relationships with clubs to assist prevention of club and county divisions and ensure playing opportunities for club and county players. Abide by and promote sound ethics and county policy, child protection, fair play and equal opportunities to all members
- Committed to ongoing continued professional development by attending LGFA coach education courses and any in-service training that is organised by the County Board
- Take responsibility for ensuring that all equipment provided to the manager is the responsibility of the manager and that it is kept in good condition throughout the season
- Be aware of and promote the LGFA codes of conduct for coaches, players and parents at all times
- Ensure rules of the Association are abided by all
- Wear the official County Team attire when representing the County on and off the pitch





## **MOUTHGUARDS**

### *What are the Key Points to be aware of in relation to mouth guards?*

- Ladies Gaelic footballers in all age grades must wear a mouth guard in LGFA games and practice sessions.
- It is the responsibility of each individual player to use a mouth guard
- Players will be ordered off in a game for not wearing a mouth guard and will remain off the pitch until the situation is ratified
- Players will not be covered under the Injury Fund if they don't comply with the mouth guard rule
- No Mouth guard? No Game!

### *What is the Role of the Referee?*

- If a player refuses to comply with a referee's instruction to wear a mouth guard, she shall be asked to rectify the situation. Should she refuse to do so the referee shall order her off the field until the situation is rectified

### *What is the role of the Player?*

- In all Games and practice Football Sessions, it shall be mandatory for, and the responsibility of, each individual player to use a mouth guard

### *What role does the Club play?*

- Clubs should ensure that their players, player's parents/guardians, coaches and team mentors are made aware of the mouth guard rules

### *How does this rule affect the Injury Fund?*

- Players will not be covered under the injury fund if they are not wearing a mouth guard. It is the responsibility of each individual player to use a mouth guard

# Top Frequently Asked Questions

## *Other FAQ's:*

- Q.** Does a player have to wear a mouth guard whilst playing Second and Third Level games?
- A.** Yes
- Q.** Does this apply to International Units?
- A.** Yes. International Units are subject to the General Rules of the Association.
- Q.** What about players who currently wear orthodontic braces, what are their options?
- A.** It has been noted that children wearing orthodontic braces and wishing to play Gaelic football will be particularly concerned about the rule change; however, the LGFA recommends that these players seek advice from a range of dental practitioners on the most appropriate solution for them. The player must request a letter of support from their dental practitioner and keep this with them.

## **INJURY FUND**

### *When are players covered?*

- An official competitive or challenge game
- An official and supervised training session (Players are not covered for training taking place on beaches, hills, mountains or any areas with hazards). Training in a gym is not covered in the injury fund as it is not a LGFA specific activity. Indoor sessions taking place on GAA grounds and GAA properties being conducted by a registered LGFA coach is permitted.

### *What does the injury fund cover?*

- Dental expenses up to €3,000
- Medical expenses up to €5,500: max. 6 physio sessions unless approved more
- Loss of wages to a max. of €200 per week for maximum of 20 weeks

### *What is the procedure for a making a claim?*

- All submissions of claims must be made within two months of the date of injury to Croke Park



- Claim forms should be signed by the injured player, the Club Secretary and then forwarded to the County Secretary to sign as a declaration that s/he has been officially notified of the injury
- All claims must be validated within one year of receipt of the preliminary notice, and injury claim forms must be received within two years of the receipt of the preliminary notice
- Physiotherapy does not require prior approval. Sessions are limited to a maximum of 90% of 6 sessions

### *What is the procedure for private treatment?*

- Any request for private treatment must be supported by documentation from a Medical Practitioner to show reasons why private treatment is necessary.

Private Treatment involves a step by step procedure:

- Permission to see a Consultant – send Doctors letter to Head Office
- Permission for a MRI scan – send consultant letter to Head Office
- Permission for surgery – send results of MRI and consultant letter to Head Office

All of these letters should be forwarded with a letter from the player requesting permission from fund also.

### **For further information contact:**

Rosemary Coyle, Injury Fund Co-Ordinator  
LGFA,  
Croke Park,  
Dublin 3  
rosemary.coyle@lgfa.ie or +353 (0) 1 8363156

# Top Frequently Asked Questions

## REGISTRATION FEES

*What are the registration fees at national level for LGFA?*

	Adult Players	U12 to U18	Under 10 Players	Non player	G4M&O
<b>Registration Fee</b>	€15	€15	€5	€15	€12
<b>Injury Fund Fee</b>	€25	€10 (Option of €25)		Option of €25	N/A
<b>Development Fee</b>	€1	€1	€1	€1	N/A

*Under 10 members registered with the LGFA are covered by the GAA Injury Fund.*

*NOTE: Registrations are also subject to club, county and provincial fees.*

U12 to U18 have the option of paying €25 as this will then cover them for loss of wages (up to a max of €200 per week)

**Registration fees for G4M&O is €12 (Club €2, County €2, Province €2, Central €6).** If a G4M&O wishes to become a full member, with full voting rights, then they need to pay the Adult fee to their club.

### **For further information contact:**

Maire Ní Mhaoilchiarain, National Finance Officer  
maire.nimhaoilchiarain@lgfa.ie or +353 (0) 1 8363156

## GRADING OF PLAYERS/CLUBS

*How are players graded if we have two adult teams in the club? How are clubs graded?*

- Where a Club has two teams competing in championship games within the county, it must name its fifteen best players for the higher grade team for championship games (A team). Should any other player outside of this list play in the higher grade championship, they shall become ineligible for the championship in the lower grade.



- A Club that wins the Junior or Intermediate County championship, must move up a grade within the county for the next year's championship. A Club that finishes runner up in the County senior or intermediate championship cannot be downgraded for the following year's championship, unless in exceptional circumstances as decided by Central Council.

### *Are there any rules to stop a player playing in grades above her in the club?*

- Yes at county level a player can only play their own grade and one above at any one time. At club level a player can only play at their own grade and two grades above.

### *Can a player start back playing with her club immediately after returning from America/Canada?*

- The player must notify LGFA head office that they have returned home and can then play immediately with their club, once registered

## LOGO

### *Can anybody use the LGFA logo and can we buy gear from any company?*

- No, the Ladies Gaelic Football Association has Official Licensees and only these companies have permission to use our logo on merchandise. It is important that everyone is aware of this when sourcing playing or leisure gear for your club.

**Remember:** The Official LGFA Logo must be used on Jerseys for all Association Competitions

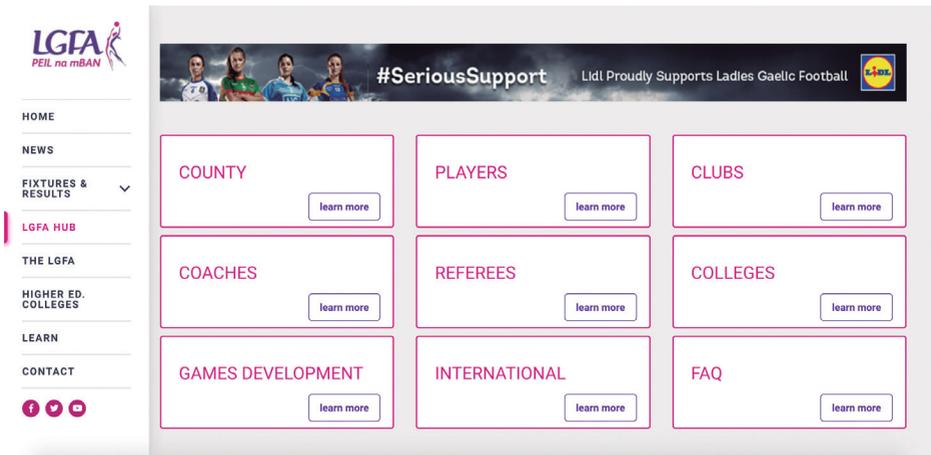
The current list of licensees with the LGFA can be found at [www.ladiesgaelic.ie/the-lgfa/official-licensees](http://www.ladiesgaelic.ie/the-lgfa/official-licensees)

**Please note** that it is important to check that the company is still an official Licensee of the LGFA prior to engagement with the Company.

# Top Frequently Asked Questions

For information on transfers, permits, permissions to play or any of the information above please avail of the 'Club' section on our website [www.ladiesgaelic.ie](http://www.ladiesgaelic.ie)

For further information on specific queries you can email [info@lgfa.ie](mailto:info@lgfa.ie) or call the office on +353 (01) 8363156  
Full information is also available on our new website:



# LGFA CODA Organigram

