

Role of the Club Chairman Description Agreement Template



“NAME OF GAA HANDBALL CLUB”

Name of Chairman: _____

Date: _____

Responsible to: **NAME OF CLUB** Management Committee

MAIN DUTIES

The main duties of the Club Chairman are summarised below.
For more extensive information, please visit the Club Zone section on www.gaahandball.ie.

- Provide leadership and management in the club
- Hold effective Club meetings^[SEP]
- Uphold the Club constitution^[L SEP]
- Plan a head for the Club
- Delegate tasks to Club members^[L SEP]
- Uphold the mission, vision and values of the GAA

Remember:

- ❖ *The Chairman is the principal officer of a GAA Club, & has prime responsibility for ensuring that the Club is a well organized, well managed and an active unit. The contribution of the Club Chairman to the effective working of a Club can never be underestimated.*

Role of the Club Secretary Description Agreement Template



“NAME OF GAA HANDBALL CLUB”

Name of Club Secretary: _____

Date: _____

Responsible to: **NAME OF CLUB** Management Committee

MAIN DUTIES

The main duties of the Club Secretary are summarised below.
For more extensive information, please visit the Club Zone section on www.gaahandball.ie.

1) Communication:

- With Club members/officers, County Secretary & County Committee

2) Meetings^[SEP]

- Preparation for and follow up on assigned tasks & accurate recording of meeting minutes

3) Administration:

- Correspondence and keeping records
- Membership & Registration^[SEP]
- Club Affiliation^[SEP] & Insurance
- Working with County Board

4) Club Planning

- Assisting in developing a Club Plan

Remember:

- ❖ *The Secretary is the chief administrator in the Club. He/she should be a good organiser, be methodical and above all, be reliable.*

Role of the Club PRO

Description Agreement Template



“NAME OF GAA HANDBALL CLUB”


Name of Club PRO: _____

Date: _____

Responsible to: **NAME OF CLUB** Management Committee

MAIN DUTIES

The main duties of the Club PRO are summarised below.
For more extensive information, please visit the Club Zone section on www.gaahandball.ie.

- Work as part of a team along with the other Club Officers, team mentors and the various sub committees in the Club
- Club PRO is to communicate with the general public on behalf of the Club
- Presenting a positive image of the Club and Cumann Lúthchleas Gael in the local community and beyond using all available methods of communication
- Provide team lists, match results and all relevant information to the County PRO on time
- Keep records for historical purposes
- Make sure the Club is well presented 

Remember:

- ❖ *Public Relations is the practice of managing the flow of information between the Club and the public. It is no longer good enough for a Club to do good work: people must be told about it. The biggest mistake that a PRO can make is to assume that people know!*

Role of the Club Treasurer

Description Agreement Template



“NAME OF GAA HANDBALL CLUB”

Name of Club Treasurer: _____

Date: _____

Responsible to: **NAME OF CLUB** Management Committee

MAIN DUTIES

The main duties of the Club Treasurer are summarised below. For more extensive information, please visit the Club Zone section on www.gaahandball.ie.

- Management of Club Accounts
- Keeping records
- Preparation of Financial Statements
- Preparing a Financial Budget for the Club
- Fundraising for the Club

Remember:

- ❖ *The Club Treasurer has responsibility for the safe-keeping of the funds of the Club. It is important to note that the Treasurer does not have to be an accountant to perform this role.*
- ❖ *However, he/she must have the ability to record all financial transactions, control expenditure in the Club, plan and assist in fundraising and provide regular reports to the Club Executive.*

Role of the Coach Description Agreement Template



“NAME OF GAA

HANDBALL CLUB”

Name of Club Coach: _____

Date: _____

Responsible to: *NAME OF CLUB* Management Committee

MAIN DUTIES

The main duties of the coach are summarised below. For more extensive information, please visit the Club Zone section on www.gaahandball.ie.

- To take full responsibility for the club’s junior coaching sessions
- To maintain high ethical standards in coaching, ensure they keep up-to-date with their knowledge, skills and qualifications and prepare all coaching sessions in advance.
- To undertake training appropriate to the role e.g. Safeguarding Children and Young People in Sport Awareness.
- To work with and include **NAME OF ASSISTANT COACH(ES)** in the preparation and running of each session.
- To attend club meetings and report on progress.
- To offer the club feedback on the organisation and degree of success of junior coaching and competitions.
- To travel to competitions with the junior team(s).

Role of the Club Coaching Officer Description Agreement Template



“NAME OF GAA

HANDBALL

HANDBALL CLUB”

Name of Club Coaching Officer: _____

Date: _____

Responsible to: *NAME OF CLUB* Management Committee

MAIN DUTIES

The main duties of the Club Coaching Officer are summarised below. For more extensive information, please visit the Club Zone section on www.gaahandball.ie.

- Promote best practice in coaching and games development in the club
- Helping to ensure that there is a regular programme of games for all players, ensuring child and youth players are participating in internal blitzes and blitzes with other clubs etc.
- Ensure that all Club coaches have received the appropriate GAA Handball Coach Education training.
- Ensuring Club coaches use all available resources, including the GAA Handball Fundamentals Coaching Manual and available literature on www.gaahandball.ie/coaching
- Ensure all club coaches have gone through the Garda Vetting process.
- Nurture young coaches
- Encourage the best players to participate in the County Schools of Excellence and Development Squads.
- Create a club court/equipment booking timetable is in place facilities