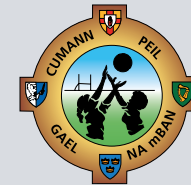


# **Guidelines for Officers of Club and County Boards**



---

**LADIES GAELIC FOOTBALL**

---



## Contents

1. Chairperson	3
1.1 Vice-Chairperson	6
2. Secretary	7
2.1 Assistant Secretary	11
3. Treasurer	12
4. Registrar	14
4.1 Club Registrar	15
4.2 County Registrar	15
5. Public Relations Officer	16
6. Development Officer	19
7. Children's Officer	23
7.1 Club Children's Officer	23
7.2 County Children's Officer	24
8. Culture and Language Officer	25
9. Injury Fund	26
10. Annual General Meeting	29
11. Gaeilge ag an gCruinniú	31

## 1. Chairperson

### The Qualities of a Chairperson

- The Chairperson is a leader and a manager. They must have:
  - Dedication – the Ladies Gaelic Football Association, the County and the Club must come high in their priorities
  - Knowledge – must know what the LGFA is about and become familiar with the LGFA Official Guide
  - Power of Persuasion – not as a dictator but must be able to motivate and handle people
  - Integrity – the Chair represents the County/Club
- The Chairperson should be someone
  - who has time to do the job
  - who has a genuine interest
  - who has leadership qualities

The Chairperson holds a key position. As Chairperson he/she is responsible for the efficient working of the County/Club Board as well as the Sub-Committees. To achieve this they must be prepared to lead and inspire confidence in those around them. They must be prepared to use initiative and to remember that good relations must exist to get the best possible return for all members. The Chairperson should make every effort to project a good image and lay a proper foundation by ensuring that all players and members act with a proper sense of sportsmanship at all times. One of the Chairperson's main duties is to see that the business of meetings is carried out as well as possible.



### Key Responsibilities

- 1) Uphold the Constitution of the LGFA, through knowledge of The Official Guide and County Bye-laws
- 2) Know/be aware of National policies, directives and programs
- 3) Strive continuously to improve running of County/Club Committees
- 4) Insist on high standards of integrity, sportsmanship and discipline
- 5) Give active support to County/Club teams while maintaining proper control and management, in conjunction with the County Secretary
- 6) Act as Chair at all Committee and other relevant meetings
- 7) Act as ex-officio member of all County sub-committees
- 8) Understand and implement accepted procedures for meetings
- 9) Officially represent the County/Club at various functions as required
- 10) Provide leadership and lead by example
- 11) Motivate through delegation and sharing of workloads to receive full co-operation of the County/Club officers
- 12) Acknowledge work done, give encouragement and give credit
- 13) Encourage personal growth and development of members –
  - a) Potential officers
  - b) Recruitment of new players/members
- 14) Focus on the future and involve others in planning on the basis of selected priorities
- 15) Liaise with Secretary on a regular basis
- 16) To liaise with and keep in touch with the Provincial/County Board

### Meetings

The Chairperson has more authority than any other member of the committee, the responsibility for seeing that the meeting achieves its purpose rests with the Chair.

- Ensure that the meeting is effective, guide rather than lead the officers
- Prepare or obtain an agenda for all meetings, and familiarise with this agenda prior to the meeting

- Decide what items are priorities of the meeting and leave less important matters to be decided at a later date if necessary
- Arrive at the venue of the meeting before the appointed time to discuss the agenda with the Secretary
- Keep to the point and see that others do likewise. Do not allow talkative members to dominate the meeting
- Close the discussion on a subject when it has gone on long enough. Summarise the points made and make sure that members understand the decision(s) they are taking
- See that all speakers address the Chair and do not engage in cross-talk with each other. This formality should be followed even at small committee meetings
- Be tolerant to reasonable interjections but prevent excess heckling
- Adopt a neutral attitude and remain impartial especially where a matter is contentious
- Take follow-up action following the meeting (in close liaison with the Secretary)

### Development Plan

- Each County is recommended to develop a plan to outline the strategies for the continued growth of the game
- The Chairperson is responsible for setting up of a Development Plan specific to County/Club needs for the coming year – it is recommended to develop a 3 year plan
- The Chairperson is also responsible for ensuring the Development Plan is implemented

### Code of Ethics and Good Practice for Young Players

- The Chairperson should ensure they have a good knowledge and awareness of the Code of Ethics
- The Chairperson must sit on the Disciplinary Committee should a complaint arise
- Ensure confidentiality is employed at all times when dealing with a complaint



## 1.1 Vice-Chairperson

As the title denotes the Vice-Chair is an assistant to the Chairperson and should be familiar with all functions attached to the position of Chair.

It should be regarded as training for a future Chairperson.

The Vice-Chairperson should be given specific duties, apart from taking the place of an absent Chairperson, such as Chairperson of a Sub-Committee.

### Key Responsibilities

- To shadow the role of the Chairperson
- Should have the ability to chair meetings
- Should be up to date with all current information, at Club, County, Provincial and National level

## 2. Secretary

It is essential that the Secretary works as a team with the Chairperson. The Secretary is involved with the practical running of County/Club affairs.

### Qualities of a Secretary

- Good organiser
- Efficient
- Logical
- Tactful
- Reliable

### Key Responsibilities

1. Deal with **correspondence** from County Board, Provincial and Central Council
2. Deal with and sign **Transfers** (Inter-Club and Inter-County) and **Sanctions**. These forms should be forwarded to the relevant body.  
**Inter-Club Transfer within County – sent to County Board**  
**Inter-Club/County Transfers within the Province – sent to Provincial Council**  
**Inter-Club/County Transfers outside the Province – sent to Central Council**  
**Summer Sanction forms must be forwarded to Head Office for approval**  
**Inform Head Office of return of players on Summer Sanctions to Ireland**
3. Ensure players have correctly completed **Injury Forms**, ie 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 Head Office, Croke Park
4. Ensure that all players, on medication, have completed **Anti-doping Forms** (available from the Irish Sports Council). Underage Players must complete the Parental Consent Forms, which are forwarded to Head Office, Croke Park
5. Prepare **Annual Secretary's Report** for AGM – this is a very important report as it outlines the County/Club's annual progress, work load completed and achievements met



6. **Code of Ethics and Good Practice for Young Players** – Should a County Secretary receive a Code of Ethics complaint, they should follow the correct procedure as outlined in the Code of Ethics and Good Practice for Young Players booklet and pass the complaint to the Chairperson or Children’s Officer. Confidentiality is vital and should be maintained at all times. Notify the Children’s Officer of new Mentors involved with County/Club Teams, and of Away Trips in sufficient time for Children’s Officer to issue the relevant Permission Slips
7. **Challenge games** – permission should be sought from the relevant body  
**Challenge within the Province, permission is sought from Provincial Council**  
**Challenge outside the Province, permission is sought from Central Council**  
Permission should be sought in writing, outlining team details, venue, date and time, before close of business on Friday before the game
8. Notify Clubs of **information from Head Office**, Croke Park. This should be dealt with **immediately** rather than holding the information for a County Board meeting
9. **Fixtures** - responsible for keeping records of matches, venues, dates and winners
10. Secretary should always have a current copy of the **Official Guide**. He/She should be familiar with the requirements dealing with Club/County Board activities.
- 11 **All-Ireland Finals** – it is a Secretary’s duty to promote the finals amongst all clubs regardless if County is taking part

County Secretaries are responsible for signing a number of official forms, ie Transfers and Injury Forms. By signing the form, a Secretary is signifying that they have read the form, that the form is completed correctly and the details on the form are correct. There should be no delay in sending forms to the relevant body.

### Meetings

A Committee (Club Executive or County Board) should hold regular meetings even if at times there appears to be little done. It is helpful to specify a night, for example, the last Tuesday of each month or Tuesday of each week.

The Secretary usually calls a meeting. If held weekly, no notices are necessary unless there is something special on the agenda. In that case members should be told about it in advance so they can prepare prior to the meeting. For monthly meetings, written notices with an agenda should be issued.

The Chairperson and Secretary should meet before the meeting and go through the agenda.

An agenda should be along the following lines:

- Minutes
- Matters Arising
- Correspondence (for letters, etc. not relevant elsewhere on the agenda)
- Report from County Committee or Divisional Committee
- Fixtures and Transport (if required)
- Finance
- Fund-Raising
- Other activities
- Any other Business (only matters of minor importance to be dealt with here)



### Agenda Setting

- ✓ All items on the agenda should be capable of being dealt within the time allocated for the meeting
- ✓ No one or two word items
- ✓ Matters should be in order of priority, with urgent matters first
- ✓ Allowing for urgency and importance, matters on the agenda should have a logical sequence

The Secretary must prepare the business for the meeting, i.e. get together any information that may be needed.

During the meeting, the Secretary must record the attendance of each member and apologises for absence.

The Secretary may have to assist the Chairperson in the conduct of the meeting and ideally both officers should work together to get the meeting over quickly.

After the meeting, the Secretary must write the minutes, which should be done as soon as possible. Minutes should only record what was dealt with and what decisions were taken, however the main points raised in a discussion may need to be recorded. Minutes should be written in a proper Minute book.

### Úsáid na Gaeilge

If a secretary has a good knowledge of Irish, they can do a great deal to promote it in simple ways, both oral and written.

Caithfear glacadh leis gurb é an Béarla an ghnátheanga ag formhór mór na mball agus gurb é fós an ghnáthmhéan cumarsáide sa Chumann.

### 2.1 Assistant Secretary

The main objective of this post is to help the Secretary by undertaking some of the duties of the Secretary.

At the beginning of year, Secretary should list every activity which takes place over the year, using the Master Fixture Plan. Outline all the tasks involved and what it entails e.g. fixture date, who picks up the gate, handouts required, invites, etc.

The tasks should be divided equally among the Secretary and the Assistant Secretary. This allows the Secretary time to deal with urgent matters immediately.



### 3. Treasurer

The Treasurer should be able to tell Committee at any time how much money the County Board/ Club have, how much it expects to have and how much it needs to meet its obligations

#### Role and Responsibilities

- Is at all times answerable to the County Board/Club for the financial affairs fo the Committee
- Sign all cheques and withdrawals
- Ensure all registrations are paid in full including Injury Fund fee
- Give ample warning to the Committee should funds be dwindling
- When handing over or taking over, give or seek any clarification necessary and ensure that the books are in order

#### Essentials

1. Income Book
2. Expenditure Book
3. Invoice Book
4. Receipt Book

#### Duties

- Receive money – always issue a receipt
- Pay out money – only on receipt of an invoice. Make all payments by cheque where possible
- Record keeping of all transactions is vital and should be kept updated

- All receipts and invoices should be kept in an orderly file
- Lodge all monies to County Board/Club accounts
- Use a lodgement book for all lodgements
- Retain Bank Statements and cheque stubs
- Collect all fees due to the County Board/Club
- Forward, through Secretary, appropriate fees to appropriate bodies
- Prepare Annual Financial Statement for the AGM

Treasurer should make regular financial reports to the Committee



## 4. Registrar

Registration year is from the 1st June to the 31st of May.

Any player registered between 1st January and 31st May shall be deemed registered up to and including, the 31st May the following year.

Registration shall be accompanied by a Registration Fee, Development Fund Fee, and a Compulsory Injury Fund Fee as determined by Central Council.

Current Registration fees payable to Central Council are as follows

### Adult Players

Registration Fee:	€15.00
Injury Fund Fee:	€15.00
Development Fee:	€1.00

### Juvenile Players

Registration Fee:	€15.00
Injury Fund Fee:	€5.00
Development Fee:	€1.00

Development Fee shall be used for development and subsidies as approved by Central Council.

### Registrations shall include

- (a) Under 18 Membership ( the dates of birth must be recorded)
- (b) Over 18 Membership
- (c) Club and team officials, trainers, coaches and selectors

Exceptions to the Injury Fund Scheme are:

- (a) Those taking part in the official schools competition
- (b) Non playing members whose participation in the fund shall be optional

A player’s registration is valid only when received, in original copy with correct fee, by the Registrars of Provincial and Central Council.

Proof of posting, or a postmark dated prior to the game is not deemed proof of registration. Faxed Registrations will not be accepted.

Registrations can be sent electronically by e-mail to [clare@ladiesgaelic.ie](mailto:clare@ladiesgaelic.ie). Registrations are **only** effective once cheque is received. Further details are available from your County Board or Head Office.

### 4.1 Club Registrar

- Ensure that all members are registered, players and non-players
- Submit to the County Registrar on the Official Registration Form, three copies of all registered members with the Club

### 4.2 County Registrar

- Sign and forward one copy, together with the registration fee, to the Provincial Council Registrar
- Sign and forward one copy, together with the registration fee, development fee and Injury fund fee to Central Council
- Retain one copy for record purposes



## 5. Public Relations Officer

**Every County/Club needs publicity – it helps development and attracts new members as well as encouraging and motivating present members.**

PRO is a responsible position as a good PRO can be very beneficial to the County Board/Club.

The Media are not obliged to cover Ladies Gaelic Football, in order to ensure coverage PROs must be self-promoting.

### Qualities of a PRO

1. Good writing skills
2. Media contacts
3. Good communication skills
4. Accessibility
5. Good time management
6. Good organisational skills

### Essentials

- database of players' phone numbers
- database of management's phone numbers
- database of local journalists, papers, radios and websites

### Key Responsibilities

- Develop a good working relationship with the media, papers and radio, in the area
- Be accessible to local media as often as possible
- Liaise with the media in relation to matches, e.g. County Final
- Arrange a weekly column with local newspapers to cover Ladies Gaelic Football in the County
- Submit an article and fixtures lists on a weekly basis by the stated deadline. Submit results after the weekend or week of games
- Know the format Sports Editors require the information in, ie typed, hand written, email, etc
- Fixtures should be in the format – time, venue, teams
- In the absence of fixtures, submit articles on other Ladies Gaelic Football activities e.g. Launches, presentations, players
- Contact the paper in relation to sending a photographer to games – if no photographer available take pictures using a quality camera and take plenty of pictures
- Photographs should be submitted in a high quality format – note that the names of underage players should be omitted from the caption
- Invite media to matches, giving sufficient notice regarding date and time
- Submit an article following the AGM, giving details of new officers, etc
- Publicise County/Club activities such as Fundraisers, Initiatives, etc
- Always present the Association in a positive manner

### Match Reports

PRO should attempt to do a match report for every County/Club game, important Schools games and any competitions held locally, e.g. 7s Tournament



- Keep report simple and to a reasonable length
- Give all relevant information such as teams, scorers, referee and venue
- Use players Christian names and surnames
- Make sure your report is balanced – remember there are 2 teams
- Remember your Ws – who, what, where, when
- Keep paragraphs in sequence
- Avoid flowery – the facts are more important
- End report with a quote from a manager or a key player

#### Other methods of publicity

1. Posters – in schools, community halls, club houses, etc
2. Radio
3. Articles in match programmes, PEIL magazine
4. Websites – many sports sites are available  
[www.ladiesgaelic.ie](http://www.ladiesgaelic.ie) – Ladies Gaelic Football Association Site - Email articles, match reports, photos, etc to [info@ladiesgaelic.ie](mailto:info@ladiesgaelic.ie)

## 6. Development Officer

It is essential that all County Boards and Clubs elect a Development Officer. Development is a vital area for Ladies Gaelic Football, which requires dedicated time and work.

There are unlimited opportunities for development in every County/Club. Certain projects should be selected at the beginning of the year and these projects should be concentrated on.

All Counties/Clubs should be aiming to put a development plan in place, to aid progression over a number of years.

#### Duties of the Development Officer

- 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 GAA coaches in County/Club – liaise with GAA coach in relation to GAA initiatives, eg Summer Camps



### Increase Participation

1. Make contact with GAA clubs in which there is no Ladies section
2. Work with existing Clubs on initiatives to increase membership
3. Make contact with Cumann na mBunscol to ensure that all Primary Schools are being catered for
4. Contact all Post-Primary Schools – notify them of competitions, blitzes
5. Identify all possible volunteers – teachers, students, parents, past-players
6. Work with teachers in the County – invite them to meetings, blitzes, etc

### Identify Problems

Development Officers should be aware of problems at County Board level and should be made aware of problems at Club level. Officer should work with the 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.

### Development Blitzes

- blitzes are useful for introducing players to the game
- blitzes may be used to teach new skills
  - different variety of blitzes may be arranged
  - small-sided games, 9-a-side, 11-a-side, etc
- conditioned games, use of weaker limb, one solo only
- introduce a 'come and try it' aspect to blitzes, in which new underage players can be introduced to the game in a fun non-competitive environment

It is important to remove the emphasis from winning during blitzes. A policy of fun and fairplay should be adopted in relation to blitzes and the competitive nature reduced or removed. Children quit sport due to no fun, not playing and friends dropping out.

Blitzes should be used to provide fun, exciting and challenging games for our young players. Each player should go home having played at least two games and more importantly having touched the ball. It is also a good idea to have a small prize for each child who participates.

### 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/Club should introduce a Coaching Policy, which outlines that all new mentors should undergo a coaching course and the County/Club will provide at least one coaching course per year.

Courses are widely available in every County/Club and are a useful tool for recruiting new volunteers.

#### 1. FUNdamentals Coaching Course

This is the first stage of the Coaching Ladder and aims to provide an introduction for coaching at all levels of Ladies Gaelic Football. There are no necessary requirements to undertake a FUNdamentals course.

#### 2. Level 1 Coaching Course

The second step on the Coaching Ladder provides a more in depth and specific training for coaches. Prior to undertaking Level 1, a coach must have completed a FUNdamentals course and must be coaching for at least 1 year with a Ladies Gaelic Football team.

Any member of the County Board/ Club can organise a Coaching course.



The Ladies Gaelic Football Association Coaching Course Policy is as follows:

### COACHING COURSE POLICY

#### How to organise a Coaching Course

- Contact Head office to receive available dates
- Confirm date with Head office
- Promote and advertise course within your Club/ County – brochures are available from Head office

#### Cost involved

Total Cost = €520 per course

#### Breakdown

- €20 (£15) per person
- 30 people maximum per course (minimum is 24)
- additional costs will be added should the numbers go above 30

Booking fee = €150

- this must be paid to secure booking of your course
- if course is cancelled within 5 days of the course, this fee is non refundable

\*\*Full payment of the course must be forwarded on completion of the course\*\*

#### Requirements

1. Hall – ideally which has heating
2. Chairs (and tables if possible), in one end of the hall
3. Provide a lunch (soup and sandwiches/ tea and coffee) for all participants
4. Ensure that all participants are suitably dressed e.g. tracksuit and runners

## 7. Children's Officer

In the Ladies Gaelic Football Association, one of our first priorities is the welfare of young players and we are committed to providing an environment, which will allow players to perform to the best of their ability, free from bullying and intimidation. As part of our commitment, we have adopted a code to protect our underage players (all persons under 18 years of age) and all mentors and members involved with our underage teams.

Each Club and County Board must select a Children's Officer. Children's Officers should be selected rather than elected. Once selected the Children's Officer should become a member of the Executive Committee.

#### Qualities of a Children's Officer

1. Approachable
2. Friendly
3. Open-minded
4. Efficient
5. Empathetic

Code of Ethics Booklets, Posters and Leaflets are readily available from the Ladies Gaelic Football Association, Head Office, Croke Park.

### 7.1 Club Children's Officers

- To promote awareness of the Code of Ethics and Good Practice for Young Players within the club among young players, parents and mentors
- To influence policy and practice within the club in order to prioritise young players' needs
- To ensure all mentors are aware of practices within the Code ie Anti-bullying Policy, Travel Permission Forms, etc. The Club Secretary should file the travel permission forms on completion by parents



- To encourage the involvement of parents/guardians in club activities
- To act as an advisory resource to mentors on best practice
- To liaise with the female mentors assigned to teams
- To ensure that players know how to make concerns known to appropriate adults and agencies
- To deal with any complaints or suspected child abuse according to the Code of Ethics and Good Practice for Young Players
- To report regularly to the Club Executive Committee
- To monitor changes in membership – follow up any unusual dropout, absenteeism or club transfers by young players or mentors
- To attend seminars in relation to the Code at local and National level

### 7.2 County Children's Officer

- ✓ To promote awareness of the Code and Policies
- ✓ To ensure that all County mentors and players have signed up to the Code
- ✓ To ensure that all County Teams have a female mentor or liaison officer
- ✓ To ensure that all County Teams are aware of and have signed Travel Permission forms and Overnight Permission forms where relevant. The County Secretary should keep these forms on file
- ✓ To deal with any complaints or suspected Child Abuse according to the guidelines provided within the Code
- ✓ To ensure that each club within the County has a Children's Officer
- ✓ To liaise with all Club Children's Officers on a regular basis
- ✓ To co-ordinate Child Protection courses within the County
- ✓ To report regularly to the County Board Executive
- ✓ To attend Provincial and National Seminars in relation to the Code and Child Protection

Please refer to the Code of Ethics and Good Practice for Young Players for further information.

## 8. Culture and Language Officer

### Duties

- Providing a back up service in the use of Gaelige for all Officers and members
- Running Irish nights
- Encourage and promote the use of Irish phrases and greetings among members and organisations in the area
- Liaise and co-operate with other Irish/Cultural organisations in the area
- Liaise with other Clubs regarding Irish Language Promotion initiatives
- Encourage and promote the use of Irish phrases and greetings among members
- To contribute to the effective administration of County Board/Club



## 9. Injury Fund

The Injury Fund is not insurance or indemnity. There is no obligation on the Association to provide such a scheme and it does not seek to fully compensate players. It is a scheme which aims to alleviate financial costs due to injury as a result of playing or involvement in Ladies Gaelic Football.

### Applies to

1. Players (Compulsory): Adults €15; Underage €5

A player paying the €15 shall be entitled to be considered for a payment of wages or salary lost together with medical treatment only. A player paying €5 will be entitled to be considered for payment of medical expenses only.

2. Club Officers (Optional - €15)
3. Team Mentors (Optional - €15)
4. Match Officials (Optional - €15)

### Covers

Registered members who incur accidental injury while playing or involved with Ladies Gaelic Football during:

- (a) an official competitive game or challenge game
- (b) an official and supervised team training session
- (c) an organised Ladies Gaelic Football Coaching course

### Claims Procedure

- All claims must be made within 2 months of the date of the injury
- Where a claim cannot be made within the two month period a Preliminary Notification Form should be completed

- Claim Forms should be completed by the Injured Player and forwarded to the relevant bodies for signature
- Where a claim is expected to exceed €200, a Preliminary Claim Form must be completed within 2 months of the injury
- On completion of form, print name and address clearly in Section 1
- The Injured Player should keep a copy of all forms, receipts, letters, etc submitted
- The County Secretary is the last signee of the form, who should ensure that the form is fully completed and completed correctly. They sign the form as a declaration that they have been notified of the injury and all details are correct
- County Secretary forwards the Claim Form immediately to the National Injury Fund Co-ordinator, Croke Park

### Claim Documentation

1. Loss of Wages Claims – Employer’s Certification stating basic loss of earnings, 4 recent pay slips and a Doctor’s certification
2. Copy of Referee’s Report if the injury occurred during an Official Match
3. Mentor in charge of the team must sign the Claim Form if injury occurred during a training session or challenge game
4. Letter from appropriate Secretary outlining details of permission sought to play Challenge game
5. Original receipts must be forwarded – no photocopies are accepted
6. If injured previously, state reference number to previous claim from Injury Fund

### Note

Where treatment is likely to exceed €200, prior permission must be sought from the National Injury Fund Co-ordinator in Head Office regarding continuation of treatment. Permission for Private Treatment must be sought from Head Office.



Any request for Private Treatment must be supported by documentation from a Medical Practitioner stating reason for treatment.

All payments are made directly to the applicant not the Club or County Board.

If Claim is received late by Central Council, and the delay is due to the Club or County Board, the Club/County Board may be held responsible for the payment of the Claim.

County/Club Secretary should keep a supply of Claim Forms for distribution.

County/Club Secretary should keep a record of all Claims made, when notification was received, and when claims were received and forwarded.

Please note the Injury Fund does not cover travel expenses or medical aids

## 10. Annual General Meeting (AGM)

### Checklist

- ✓ Held before 1st March every year
- ✓ At least 4 weeks notice, in writing, of the date, time, venue and agenda to Clubs
- ✓ Notice should include nomination and motion papers
- ✓ Nominations and Motions should be returned at least 2 weeks before AGM

### Nominations

- forms should be signed by person making the nomination

### Motions

A motion is a proposal that a rule should be changed, added or removed from the Associations Official Guide.

A motion should be short, clear and positive.

Motions to enact new, or amend existing rules, should give the full text of the proposed addition or amendment and also quote the number of any other rules affected.

### Voting

Only full and youth registered members of the Ladies Gaelic Football Association shall be entitled to vote at meetings.

### Voting Strength

- Outgoing Officers



- Two delegates from each club
- Delegates to Provincial and Central Council
- Officers of the County at Provincial and Central Council and their Sub Committees
- Members of Sub Committees within the County
- Two delegates each from the Schools and Colleges Committee

Election of officers should be by a secret ballot. The candidate who receives the overall majority of the votes, by entitled voters, shall be deemed elected. Chairperson should announce results of election.

In the event of a tie where an Outgoing Officer or Representative is involved, she/he shall be deemed to be re-elected.

If an Outgoing Officer or Representative is not involved, the tie shall be decided on the casting vote of the Chairperson.

All ballot papers should be destroyed only when a recount will not be necessary.

### Bye Laws

County AGM has the right to make Bye Laws as they deem them necessary for the betterment of the Association

Bye Laws are rules made by the County Board to regulate its own affairs

- The bye law should not conflict with rules contained in the Official Guide
- Bye laws will not become operative until approved by Central Council
- Bye laws may contain the composition and terms of reference of County Sub-Committees

## 11. Gaelige ag an gCruinniú

The President	An t-Uachtarán
The Vice President	An Leas-Uachtarán
The Chairperson	An Cathaoirleach
The Vice Chairperson	An Leas-Chathaoirleach
The Secretary	An Rúnaí
The Treasurer	An Cisteoir
Registrar	Cláráitheoir
The Officers	Na h-oifigigh
Mister/Madam President	A Uachtarán
Mister/Madam Chairperson	A Chathaoirligh

Central Council	Ard-Chomhairle
Central Council Representative	Ionadaí ar an Ard-Chomhairle
Provincial Council	Comhairle Cúige
Provincial Representative	Ionadaí Cúige
County Committee	Coiste Contae
County Representative	Ionadaí Contae

Committee	Coiste
Sub-Committee	Fo-Coiste
Finance Committee	Coiste an airgid

Meeting	Cruinniú
The next meeting	An Chéad Chruinniú eile
When will we have a meeting?	Cathain a bheidh cruinniú again?
There will be a meeting of the Committee on Friday	Beidh cruinniú den Choiste ar an Aoine



Agenda	Clár
Minutes	Miontuairiscí
Correspondence	Comhfhreagras
Apology	Leithsceál
Proxy	Ionadaí
I propose	Molaim
I second	Cuidím
I second that proposition	Cuidím leis an rún sin
I agree with that	Aontaím leis sin
I propose the adoption of the minutes	Molaim glacadh leis na miontuairiscí
Arising from the minutes	Ag éirí as na miontuairiscí
Are there any questions?	Bhfuil aon cheist?
Who will propose that?	Ce molfaidh é sin?
Arising from the minutes I would like to ask a question	Ag éirí as na miontuairiscí ba mhaith liom ceist a chur
Sympathy	Comhbhrón
Are you satisfied?	Bhfuil sibh sásta?
Is there any objection?	Bhfuil éinne ag cur ina choinne?
I am not satisfied	Níl mé sásta
I object	Táim ag cur ina choinne
It is time to adjourn	Tá sé in am scoir
The meeting is adjourned	Scoir an cruinniú
Expenses	Costais
Report from Finance Committee	Tuairisc ó Choiste an Airgid
Finance Report	Cuntas Airgid
A grant	Deontas
Registration	Clárú
Is she registered?	Bhfuil sí cláraithe?

I wish to register another player	Is mian liom imreoir eile a chlárú
Transfer	Aistriú
Application for transfer	Iarratas ar aistriú
Player	Imreoir
Players	Imreoirí
List of players	Liosta imreoirí
There is an application for transfer from a player	Tá iarratas ar aistriú ó imreoir
Where is she residing?	Cá bhfuil sí ina conaí?
Is her name on the list?	Bhfuil a ainm ar an liosta?
Substitute	Ionaid
Substitutes	Ionadaí
Injured	Gortaithe
Was any player injured?	Ar gortaíodh aon imreoir?
She was injured	Gortaíodh í
She left the field	D'imigh sí den pháirc
She was ordered off	Cuireadh den pháirc í
Rough play	Garbhimirt
Suspension	Fionraí
Term of suspension	Téarma fionraí
Reinstate	Athglacadh
Eligible	Dleathach
Is the player eligible?	Bhfuil an t-imreoir dleathach?
Did she get a transfer?	An bhfuair sí aistriú?
Home club	Club baile
Declaration for County	Uachtú don chontae
Native County Objection	Contae dúchais
Counter-objection	Agóid
Appeal	Frithagóid
Decision	Achomharc
What decision was made?	Cen bhreith a tugadh?



Fixture	Luaiteachas
Fixtures	Luaiteachais
We must make fixtures	Ní mór dúinn luaiteachais a dhéanamh
Venue	Láthair
Neutral venue	Láthair neodrach
I propose Páirc Tailteann as venue	Molaim Páirc Tailteann mar láthair
It is not a neutral venue	Ni láthair neodrach é
The date is not suitable	Níl an data oiriúnach
Game	Cluiche
Championship	Craobh-chomórtas
Championship game	Craobh-chluiche
Final	Cluiche Cheannais
The match was a draw	Bhí an cluiche cothrom
Extra time	Treimhse breise
Replay	Athimirt
When will the replay take place?	Cathain a bheidh an athimirt?
Admission Charge	Táille ar dhul isteach
Should the charge be increased?	Arc heart an táille a ardú?
Referee	Réiteoir
We must appoint a referee	Ní mór dúinn réiteoir a cheapadh
Has the referee been appointed?	Bhfuil an réiteoir ceaptha?
Who is the referee?	Cé hé an réiteoir?
Goal Umpires	Na maoir chúil
Will he bring the umpires?	An dtabharfaidh sé na maoir chúil leis?
Linesman	Maor Líne
Referee's report	Tuairisc an réiteora
Read the referee's report	Léigh tuairisc an réiteora
Team	Foireann

Teams	Fóirne
Were the teams on time?	An raibh na fóirne in am?
A fine	Fíneáil
How much is in the fund?	Cé mhéid atá sa chiste?
What is the price of a football?	Cén luach atá ar na liathróid?
Selector	Roghnoir
Selectors	Roghnoirí
Selection Committee	Coiste Roghnaithe
There was a meeting of the Selections Committee last night	Bhí criuinneú den choiste roghnaithe aréir
Has the team been selected yet?	Bhfuil an fhoireann roghnaithe fós?
Who will prepare the field?	Cé ullmhóidh an pháirc?



## Notes