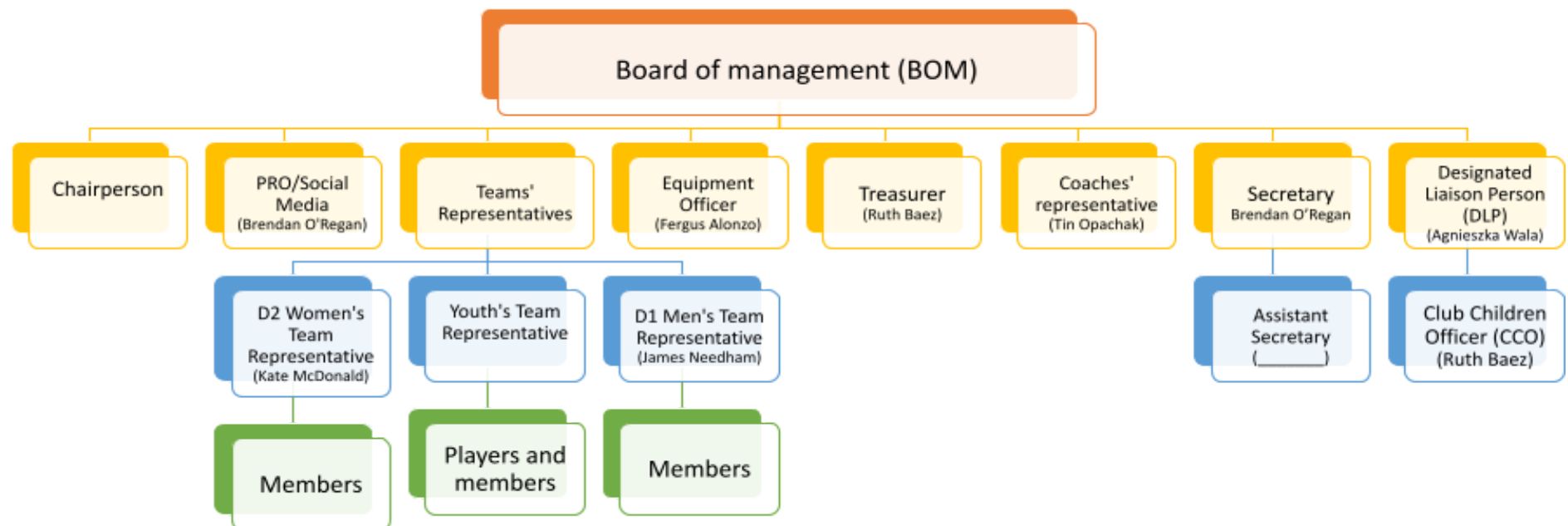




Club Organizational Structure & Responsibilities



Chairperson

The role of the Chairperson is to manage the club in an efficient and effective manner, while at all times keeping in mind the club constitution. The chairperson gives direction, keeps focus, and provides guidance. The chairperson should be elected at the AGM. At meetings the chairperson takes charge of the meetings and ensures that those present are heard in a fair and equal manner.

<u>Main Duties</u>	<u>Skills Required</u>
<ul style="list-style-type: none">• Formulates strategic partnerships, alliances and sponsorships<ul style="list-style-type: none">● Represents the Club in the VLY. AGM and other important meetings,● Ensure that appropriate policies and procedures are in place,● Planning the meetings,● Reviewing the committee performance● Chair committee meetings and Annual General Meeting● Ensure that committee members are aware of their roles and responsibilities● May be called upon to act as mediator● Sets strategic policy for the club and keeps them updated● In the end of December and May creates a survey to evaluate the work of the club and coaches,	<ul style="list-style-type: none">• Confident and Effective communicator• Great organisation skills• Ability to delegate duties• Ability and knowledge to act as spokesperson for the Club• Unbiased and impartial• Strong and fair leadership skills• Be able to facilitate discussion and keep the debate focused• Be able to take decisive action• Be well informed about all aspects of the club• Be able to involve all Committee members in the decision-making process• Be able to maintain harmony within the group even when there is a disagreement

Secretary

The efficiency of the club will greatly depend on the efficiency of the secretary to carry out his/her duties. The Secretary is the mediator between the Club Committee and everybody else. All of the written communication that the club receives will go to the Club Secretary. To ensure optimal efficiency, appropriate measures should be put in place to deal with this communication.

<u>Main Duties</u>	<u>Skills Required</u>
<ul style="list-style-type: none">● Responding to emails and queries from VAI● Along with secretary assistant are keeping track of the player's memberships,● Responsible for booking a sports hall or cancellation,	<ul style="list-style-type: none">● Excellent organizational skills● Reliability● Excellent communication skills, both written and spoken● Be able to delegate tasks● Be able to work to timescales● Be able to maintain confidentiality

Assistant Secretary

Assistant Secretary offers support to the main Secretary, and manages team attendance. Assistant Secretary corresponds with players, coaches or suppliers. Assistant Secretary is the first point of contact with the Club.

<u>Main Duty</u>	<u>Skills Required</u>
<ul style="list-style-type: none">● Responding to emails and queries from new players,● Redirecting emails from the mailbox to coaches or committee members● Help the main secretary to keep the track of the player's memberships,● Advertising job offers/ volunteering if needed	<ul style="list-style-type: none">● Excellent organizational skills● Reliability● Excellent communication skills, both written and spoken● Be able to delegate tasks● Be able to work to timescale● Be able to maintain confidentiality

Treasurer

The Treasurer is responsible for the safekeeping of the club funds and also the collection of subscriptions, depositing monies, paying the bills, issuing receipts, preparing year end accounts and keeping up-to-date records of all financial transactions. The treasurer must not commit the club to any expenditure for which prior approval has not been given. Statements should be obtained every week to check all transactions.

<u>Main Duties</u>	<u>Skills Required</u>
<ul style="list-style-type: none">● Preparing /presenting financial year end report to AGM● Informing the club of its financial strengths and weaknesses.● preparing and control the club budget,● Managing team bank account● Creating fundraising ideas for the club● Ordering new Equipment and other purchases for the club	<ul style="list-style-type: none">● Be well organized● Confidence dealing with figures● Be very honest and trustworthy● Take great care when handling money and cheques● Keep up-to-date information and be able to answer any questions related to the finances of the club

Assistant Treasurer

<u>Main Duties</u>	<u>Skills Required</u>
<ul style="list-style-type: none">● Keeps track on the coaches payments and attendance,● Keep data about players payments through Coach software,● Inform the club of its financial strengths and weaknesses.	<ul style="list-style-type: none">● Be well organised● Confidence dealing with figures● Be very honest and trustworthy● Take great care when handling money and cheques● Keep up-to-date information and be able to answer any questions related to the finances of the club

PRO & Social Media Officer

This person deals with the publicity side of the club, both with mainstream and social media platforms.

Main Duties	Skills Required
<ul style="list-style-type: none">• Regular updates on the club activity in social media• Advertising for members• Positive, appropriate promotion regularly in every possible way• Establish social media channels and monitor content	<ul style="list-style-type: none">• Good communication skills• Familiar with social media platforms• Knowledge of marketing tools• Good writing skills• A general knowledge of the sport and club policies

Equipment Officer

This person is responsible for maintaining the amount of equipment in the ball cage. Equipment officer cooperates with coaches and team representatives in order to track the broken equipment and signal when it needs to be replaced.

Main Duties	Skills required
<ul style="list-style-type: none">• Regular updates on the club equipment and first aid box,• Cleaning and maintaining right pressure in the balls,• Inform the BOM if some of the equipment is missing or has to be replaced,	<ul style="list-style-type: none">• Good communication skills,• Be well organised• Knowledge of relevant inventory

Children's Officer

The Children's Officer acts as a resource with regard to issues and policies that affect children and young people in the club. Children's Officers should be aware of the code of ethics and child safeguarding in relation to young people. CCO checks that all activities are safe, fun and conducted in a spirit of fair play for all. Children's officers should also be informed on how to deal with any concerns that may arise in relation to the protection of children and young people.

<u>Main Duties</u>	<u>Skills Required</u>
<ul style="list-style-type: none">• To promote awareness of the Code of Ethics• To influence policy and practice within the Club in order to priorities children's needs• To ensure that children know how to make concerns known to leaders in the club• To act as an advisory resource to club leaders on best practice in children's sport• To report regularly to the DLP• To monitor changes in membership• To ensure that the children have a voice in the running of their club• Monitor and promote the correct use of Social Media as a communication tool within the club	<ul style="list-style-type: none">• Child Centered Approach• Childrens Officer training• Ability to maintain confidentiality• Knowledge of child safeguarding reporting procedures• Excellent communication skills

Designated Liaison Person

Every club should designate a person to be responsible for dealing with any concerns about the protection of children. The designated person is responsible for reporting allegations or suspicions of child abuse to Tusla or An Garda Síochána.

Main Duties	Skills Required
<ul style="list-style-type: none">• Have knowledge of the Code of Ethics and statutory guidelines• Undertake training in relation to child protection• Be familiar with and able to carry out reporting procedures• Communicate with parents and/or agencies as appropriate• Assist with the on-going development and implementation of the clubs child protection training needs• Be aware of local contacts and services in relation to child protection	<ul style="list-style-type: none">• Child Centered Approach• A good knowledge of current guidelines in the safety and welfare of children• Childrens Officer training• Ability to maintain confidentiality• Organized record keeper• Knowledge of reporting procedures• Excellent communication skills

Team Representative

Team representatives are very important in order to efficiently run the club. One of the main duties of team representative is acting as an advocate of the players/members and making sure that their team is well managed by the coach. It is the team representative's duty to work very closely with the coaches, Treasurer and Secretary.

<u>Main Duties</u>	<u>Skills Required</u>
<ul style="list-style-type: none"> • Acts as an advocate of the players/members, (any needs and concerns) • Is responsible for players cards, • Admins the Teamer App, • Pays referees, • Keeps track if every player has a uniform, • Makes sure that the team has balls and first aid kit while traveling to the matches, • Knows and adheres to the VAI rules, 	<ul style="list-style-type: none"> • Be well informed about all aspects of the club, • Excellent communication skills, • Be well organised, • Be honest and trustworthy,

Coaches' Representative

The Representative on behalf of the Club Coaches is also very important in order to efficiently run the club. The Coaches Representative makes sure that quality of coaching among the club is high and that all coaches are fairly treated, and their matters will be resolved. One of the main duties of a coach representative is acting as an advocate for the coaches. Coach representative works very closely with coaches and team representatives.

<u>Main Duties</u>	<u>Skills Required</u>
---------------------------	-------------------------------

<ul style="list-style-type: none"> ● Acts as an advocate for all coaches in the Club, ● Makes sure that each coach develops a team's season plan as well as finalizes the team roster, schedule, and overall objectives (level of play). ● During the league makes sure that other coaches provide at least two friendly matches, ● Makes sure that coaches will find referees and scorekeepers for the matches, ● Builds connections between referees, scorekeepers and team representatives, ● Cooperate with team representatives, 	<ul style="list-style-type: none"> ● Be well informed about all aspects of the club, ● Excellent communication skills, ● Be well organized, ● Be honest and trustworthy, ● Ability to maintain confidentiality,

ALL COMMITTEE MEMBERS ARE RESPONSIBLE FOR THE GROWTH AND DEVELOPMENT OF THE CLUB