



Cumann Pheadair Naofa C.L.G.
(St. Peter's GAA Club, Warrenpoint)

www.warrenpointgaa.com

***Remit and Responsibilities of St Peter's GAA Club
Committees***

Senior Management Executive Committee

- It should be the controlling body of the club and all the business and affairs of St Peter's GAA Club Warrenpoint should be under the ultimate control and management of the Senior Management Committee
- The Senior Management Committee will ensure that the Club Constitution and Rules are implemented in accordance with the rules of the Gaelic Athletic Association.
- The establishment and implementation of Club Policies, including be familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage.
- The Senior Management Committee (The Executive Committee) shall have the sole right to appoint Sub-Committees as required.
- The Senior Management Committee (The Executive Committee) shall define the duties of such Sub-Committees, and retain control in all matters and activities which it considers important to the general welfare of the Club, including the disposal of any funds in the hands of such Sub-Committees.
- The Executive Committee shall have the power to nominate the Chairman and Conveners of all Club Sub-Committees.
- Annually approve Child Safeguarding Statement and Child Safeguarding Risk Assessment.
- The Executive Committee shall have power from time to time to make, alter and appeal all such regulations as they deem necessary, expedient or convenient for the proper conduct and management of the Club.
- Senior Management Committee will operate from one AGM to another and will be responsible for the planning and hosting of the Annual General Meeting of the Club each year.
- Senior Management Committee will be responsible for adopting and implementing an agreed organisational structure for St Peter's GAA Club, Warrenpoint.
- In addition to the Executive Officers and additional members elected at AGM the, Senior Management Committee will also appoint on annual basis a designated Children and Vulnerable Adult Officer, a Deputy Designated Children and Vulnerable Adults Officer, a Children and Vulnerable Adults Officer, a Deputy Children and Vulnerable Adults Officer, a School Liaison Officer, a Youth Officer, a Games Development/Coaching Co-Ordinator, a Development Officer, a Health and Well Being Officer, a Community Development and Outreach Officer, Health and Safety Officer, a

Social Initiative Officer, an ASAP Officer, a Handball Convenor, a Ladies Gaelic Football Convenor, a Merchandise Co-Ordinator, an ICT Officer, a Hall Lettings Officer, St. Mark's Liaison Officer and a Club Chaplain.

- The Senior Management Committee will have ultimate responsibility for the management of all Club assets and activities.
- Deciding on all applications for membership.
- Dealing with procedures for matters of discipline within the club.
- Ensuring that club property is vested in the GAA and that new Trustees are appointed when necessary.
- Approve annual budgets for various club activities.
- To arrange for Certified Annual Financial Statements for Cumann Pheadair Naofa.
- To arrange for Audited Financial Statements for Cumann Pheadair Naofa Social Club.
- Approve and encourage implementation of Club Development Plan.

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Football Committee

- To act as a Sub-Committee and report to the Senior Management Executive Committee of Cumann Pheadair Naofa.
- To co-ordinate all activities in respect of underage football in Cumann Pheadair Naofa including appointment of underage football managers and planning all fixtures and underage competitions run by the Club and indeed by other clubs.
- To encourage games development and coaching. To support the Games and Development Coaching Officer in his duties and to encourage underage team mentors to participate in recognised GAA coaching courses.
- To work closely with and support the Convenor of Ladies Gaelic Football within the Club.
- To co-ordinate the organisation of Cúl Camp on an annual basis with the County Board
- To encourage children from the Club to participate in Campa Chormaic
- To implement the strategic theme for football and games development in the Club 5 Year Development Plan.
- To implement club policies and support the Children and Vulnerable Adults Officer and the Deputy Children and Vulnerable Adults Officer in the implementation of Coaches Code of Conduct etc. and be familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage.
- To agree an annual action plan and KPI's with club Senior Management Committee.
- To support implementation of Club 5 Year Development Plan.
- To agree annual budget preparation with Finance Committee and seek approval of Senior Management Committee.
- To appoint representatives on the Communications Committee (Football P.R.O.), Youth Child and Protection Group, Finance Committee and Social Committee.
- To facilitate that all underage team managers are provided with a list from club secretary of all relevant underage members, medical information and contact details for their parents.
- To ensure an attendance record is maintained by all underage managers of training sessions and matches.

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Hurling Committee

- To act as a Sub-Committee and report to Senior Management Executive Committee of Cumann Pheadair Naofa.
- To promote and develop hurling within Cumann Pheadiar Naofa.
- To oversee all activities in respect of underage hurling including the appointment of Managers.
- Implementation of the Coaching and Games Development Plan for Hurling within the Club in support of the club development/coaching co-ordinator and Games Development Officer and to encourage team mentors to participate in recognised GAA Coaching Courses.
- Organise an Easter Hurling Week and Summer Hurling week.
- To explore the possibility of providing extra curricular hurling coaching activities at St Dallan's Primary School
- To implement club policies and to support the Children and Vulnerable Adults Officer, and Deputy Children and Vulnerable Adults Officer in implementation of the Coaches Code of Conduct etc. and be familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage.
- To implement the strategic theme for hurling and games development in the club 5 Year Development Plan.
- To agree an annual action plan and KPI's with club senior management committee.
- To assist where possible with the promotion of Camogie within the Club and assist the Camogie Convenor.
- To support implementation of 5 Year Club Development Plan.
- To agree annual budget preparation with Finance Committee and seek approval of Senior Management Committee.
- To facilitate that all underage team managers are provided with a list from club secretary of all relevant underage members, medical information and contact details for their parent.
- To ensure an attendance record is maintained by all underage managers of training sessions and matches.
- To appoint representatives to the Communications Committee (Hurling P.R.O), Youth and Child Protection Group, Finance Committee and Social Committee.

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Camogie Committee / Focus Group

- To act as a Sub-Group and report to the Senior Management Executive of Cumann Pheadair Naofa.
- To be affiliated to the Down Camogie Board and the Camogie Association and to operate a camogie club within the constitution of the camogie association.
- To manage and co-ordinate all areas in respect of camogie including appointment of team mentors.
- To plan and develop coaching structures for camogie and to support the Club's Development/Coaching Officer in his endeavours to grow games participation /coaching within the Club.
- To compliment the Children and Vulnerable Adults Officer and the Deputy Children and Vulnerable Adults Officer in the implementation of the Children and Vulnerable Adults Policy, and also the implementation of coaches code of conduct in accordance with the Club Policies and be familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage.
- To agree an annual action plan and KPI's with Senior Management Committee.
- To agree annual budget preparation with Finance Committee and seek approval of Senior Management Committee.
- To oversee the implementation of the Club Development 5 Year Plan in respect of Camogie.
- To appoint representatives to the Communications Committee (Camogie P.R.O.), Finance Committee and Social Committee.
- To facilitate that all underage team managers are provided with a list from club secretary of all relevant underage members, medical information and contact details for their parent.
- To ensure an attendance record is maintained by all underage managers of training sessions and matches.
- To ensure all club policies are implemented in respect of camogie activities.

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Cultural Committee

- To operate as a Sub-committee of Cumann Pheadair Naofa Senior Management Committee.
- To co-ordinate and lead on culture activities within club.
- To oversee and encourage development of Irish Language, Dancing, Scor and Band sections.
- To promote use of Irish Language within club.
- To co-ordinate club participation in Scor and Scor Na nÓg competitions.
- Co-ordinate club participation in complementary events e.g. Fleadh, CCE, civic events.
- To ensure all club child protection policies are implemented in respect of cultural activities including be familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage.
- To support Club Cultural Officer in his / her duties.
- To agree an annual action plan and KPI's with club Senior Management Committee.
- To agree annual budget preparation with Finance Committee and seek approval of Senior Management Committee.
- To implement club 5 Year Development Plan.

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***Remit and Responsibilities of St Peter's GAA Club
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Communications & ICT Committee

- To operate as a Sub-Committee of Cumann Pheadair Naofa Senior Management Executive Committee
- To improve the Club communications with stakeholders and the public, through good team work.
- To get the Club's GAA message to as many people as possible with particular emphasis on the local catchment area; to develop awareness of the Club's relevance activities.
- To promote and implement coherent joint internal and external communications strategy to ensure consistent community focus for St Peter's GAA Club which is consistent with ideals of GAA and the traditions of history of Cumann Pheadair Naofa.
- To play a supportive role to Club management structures and sub-sections.
- To embrace and involve information technology and telecommunications to promote the Club's message and to specifically integrate the GAA Google email SMS text service and GAA administrations system Club ICT systems.
- To support the development of GAA Foireann Registration System.
- To assist with maintenance of Club website, Club Facebook, Twitter, Club Instagram, Club TV and production of weekly press notes and weekly e-Nuacht.
- To explore further development of Social Media for Club.
- To explore development of strategic and practical initiatives to improve club communications and utilisation of ICT.
- To agree an annual action plan and KPI's with club Senior Management Committee.
- To develop Warrenpoint GAA TV.
- To produce booklet for Annual Dinner Dance.
- To explore production of Programmes for Down SFL games.
- To support and implement 5 Year Club Development Plan.

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Remit and Responsibilities of St Peter's GAA Club

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Development Committee

- To act as a Sub-Committee and report to the Senior Management Executive Committee of Cumann Pheadair Naofa.
- To oversee and encourage the implementation of the 5 Year Club Development Plan.
- To assist in the preparation of the renewal of the Club Maith Platinum accreditation.
- To oversee and facilitate Club Facilities Sub-Group.
- To look at exploring developing the Club's facilities for Cumann Pheadair Naofa.
- To oversee the establishment of Our Vision Steering Group re Our Vision development at Pairc Liam Uí Ír and The Pony Field.
- To oversee games development/coaching Group Sub-Committee and support Coaching Development Officer.
- To be familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Conduct, Underage.
- To oversee the Youth and Child Protection Sub-Group and to facilitate the implementation of Policies of the Sub-Committee.
- To review club processes and identify areas for improvement.
- To encourage all club sub-committees and officers to agree pre-determined Key Performance Indicators (KPI's) and review these on an annual basis.
- To encourage and facilitate club officers to participate in officer training courses hosted by Ulster GAA Council and Down GAA County Board.
- To agree an annual plan of action and KPI's with club Senior Management Committee.
- To oversee the implementation of the Club 5 Year Development Plan.
- Plan and Facilitate Club & Community Engagement Survey.

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***Remit and Responsibilities of St Peter's GAA Club
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Finance Committee

- To operate as a Sub-Committee of St Peter's GAA Club Senior Management Executive Committee
- To support the Club Treasurer in his duties.
- To establish a base line of the current financial position of the Club
- To facilitate preparation of budgets for the Club in consultation with the sub-committees and ultimately get these approved by Senior Management Committee.
- To ensure that finance is given priority by Club Senior Management Committee and all Sub-Committees and to support and interact with other Sub-Committee's within the Club.
- To co-ordinate and oversee Club lotto sub group.
- To support the Treasurer in co-ordination of Down GAA Clubs Draw.
- To co-ordinate sponsorship within the Club and to oversee Club sponsorship.
- To co-ordinate all Club Fundraising (outside Club functions).
- To play a supporting role to the Treasurer and Assistant Treasurer in assisting them with preparation of annual financial statements for the Club and to ensure that once club financial statements are approved at AGM they are forwarded to the County Board.
- To ensure the adoption of financial policies in accordance with the Club Maith procurement policy etc.
- To embark upon financial health check for the Club.
- To oversee communication strategy in respect of communicating financial issues involved in operating St Peter's GAA Club.
- To monitor and oversee and make recommendations re the financial procedures, books and records of the Club.
- To review all Club operating costs including the significant Club transport costs.
- To oversee and implement the strategic theme finance and fundraising from the 5 Year Club Development Plan.
- To agree an annual plan of action and KPI's with Club Senior Management Committee.
- To support implementation of Club 5 Year Development Plan.

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***Community and Well Being Committee / Healthy Club
Project***

- To operate as a Sub-Committee and report to the Senior Management Executive Committee of Cumann Pheadair Naofa.
- To oversee and implement the CPN Healthy Club Project including Operation Transformation Programme and Irish Life Walking Challenge.
- To be familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour (Underage).
- Oversee and implement a commitment to getting wider community involvement in CPN through community outreach initiatives.
- To build on the collaborative spirit of Cumann Pheadair Naofa community outreach, and to continue to work with and support the efforts of other organisations as opposed to competing with them.
- Seek out new opportunities for community engagement in the greater Warrenpoint area
- Further integrating our Club in the community and making it attractive and relevant to everyone focusing on community inclusion and cohesion.
- To scope out the number of new migrant families and minority faith communities living in and around the Warrenpoint area and develop ways of engaging with them so as to create a more inclusive Warrenpoint.
- To promote the wellbeing of the various groups within and outwith the Club and support them in their efforts to promote healthier lifestyles for all members and the wider community.
- To value the contribution of those who are volunteers in the club through community and create opportunities to celebrate and reward their contributions.
- To contribute to increasing awareness of environmental issues in and around the Club.
- To create opportunities for dialogue, discussion and action around challenging issues facing our community.
- Health promotion programmes to promote healthy lifestyles e.g. walk and talk initiative, family fun day, community float at Maiden of Mournes Festival etc.
- To establish linkages with locally based groups which support people with disabilities and explore opportunities for increasing participation of people with disabilities.
- To explore ways of encouraging greater inclusion of women in CPN.
- To agree an annual Action Plan and KPI's with club Senior Management Committee.
- To support implementation of 5 Year Club Development Plan.

- To agree annual budget preparation with Finance Committee and seek approval of Senior Management Committee.

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Social Committee

- To operate as a Sub-Committee and to report to the Senior Management Executive Committee at Cumann Pheadair Naofa.
- To manage the affairs of the Social Club.
- To implement and arrange a rota for volunteers in the Social Club.
- To assist the Hall Lettings Officer with register of all hall lets and implement a new club hire agreement process.
- To organise social events during the year including Santa Saturday, Music evenings in the Club and other events to encourage membership participation, quizzes etc.
- To co-ordinate the organisation of the Club's Annual Dinner Reunion Dance.
- To support the implementation of the Club's 5 Year Development Plan.
- To agree an annual Action Plan and KPI's with Club Senior Management Committee.
- To agree annual budget preparation with Finance Committee and seek approval of Senior Management Committee.

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***Remit and Responsibilities of St Peter's GAA Club
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Youth & Child Protection Sub Committee

- Review and Agree Annual Child Safeguarding Statement.
- Carry out an Annual Child Safeguarding Risk Assessment.
- Oversee implementation of GAA, LGFA and Camogie Code of Behaviour (Underage).
- Oversee PSNI Access NI Procedures within Club.
- Oversee provision of Child Protection Training and Courses within Club.
- Oversee Disciplinary Matters re Child Protection.
- Oversee procedures in respect of Vulnerable Adults.