

**Gaelic Football & Hurling
Association of Australasia**

THE PRESIDENT



THE PRESIDENT

Aims and Objectives

The aim of the course is to provide a focused programme of information and interaction for the G.F.&H.A. Club President, and to provide the participants with an opportunity to:-

- **expand on their current knowledge and understanding of the role and responsibilities of the President**
- **examine some widely used management strategies with a view to implementing them in the club context**
- **gain some further information regarding the use of leadership, delegation and teamwork skills**
- **develop a short, medium and long term plan for use within the club.**

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Group Discussions

- Please indicate the issues/points you would like to see addressed during this program under the following headings:

1. Leadership and Teamwork

- List one or two areas you would like to see developed in your club:-
 - in the short term (1 to 12 months)
 - in the long term (1 to 5 years)

2. Club Structures

- List items you would like to have addressed, with reference to:-
 - Club Constitution
 - Membership
 - Code of Conduct

3. Effective Meetings

How can we make our meetings more effective?

Desirable qualities for a member of the Club Management Team include:

- **Dedication** The G.F.&H.A. must come high on his/her priorities.
- **Knowledge** He/she must have a good working knowledge of the Association, the ethos, and the rules and procedures for running a Club.
- **Leadership** He/she should display leadership qualities through motivation and delegation.
- **Integrity** He/she should have a dignified and restrained attitude and be of good standing in the Community

The President

The President should be a Leader and a Manager.

The President should be someone who -

- A.** has time to do the job
- B.** has a genuine interest in the Association
- C.** has the necessary background knowledge
- D.** has a good standing in the community.

The contribution of the President to the effective working of a Committee and consequently the Club can never be underestimated.

The President

DUTIES

General:

■ Constitution

■ Meetings

- preparation for
- conduct of
- follow-up action
(in close liaison with the Secretary)

■ Club Development

■ Public Image of the Club



The President

DUTIES

Manager/Chief Executive of the Club with Prime Responsibility for:

- Planning
- Organising
- Delegating
- Controlling



The Vice President

- Ideally the holder of this position should be seen as the “President in waiting”.
- A good President will see the Vice President as an able deputy and not just a convenient substitute.
- He/she should be assigned to chair a high profile/busy sub-committee in order to gain as much experience of Club Administration as possible.

The Vice President

We are talking about ...

VISION

LEADERSHIP

MANAGEMENT

TEAMWORK

ORGANISING

PLANNING



Club Leadership

LEADERSHIP:

“The ability to help a group of people with a common interest or cause to work successfully towards a goal”

“The knack of getting other people to follow you and do willingly the things that need to be done”

Club Leadership

LEADERSHIP INVOLVES.....

- 1. Knowledge of the individuals whose co-operation you want.**
- 2. Knowledge of the objectives - a clear picture of what you want the person or group to achieve**
- 3. Communications skill - the ability and willingness to explain, listen and discuss.**

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The Leader must use effective communications skills in order to maintain these three vital areas/components.

- 1. THE TEAM**
- 2. THE INDIVIDUAL**
- 3. THE TASK**

1. THE TEAM:

Emphasise the common interest shared by them and the organisation.

Look after the group.

Look after the members.

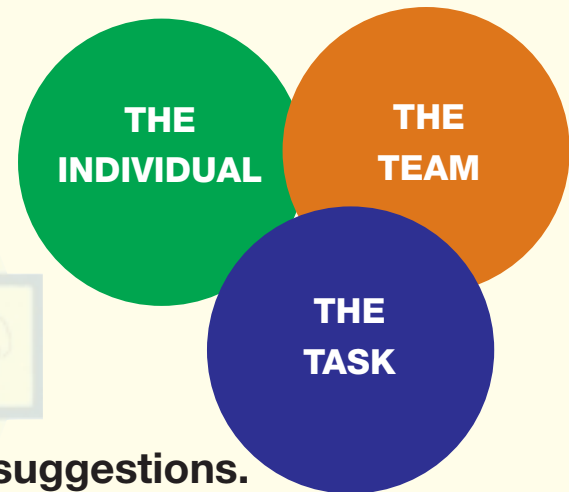
2. THE INDIVIDUAL:

Know each member of your team.

Show appreciation of a task well done.

See that people have the right equipment/resources.

Give people credit for initiative and intelligence.



Consult.

Listen to suggestions.

Give a good example.

Require a high standard.

3. THE TASK

To get the job done

- tell people the reason for doing a job
- give people something to aim for.

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Leadership

Leadership deals with persuading, inspiring, motivating others and spearheading useful change. A Leader creates a sensible vision for others, and then directs towards achieving that vision.

To be an effective leader, the people you are attempting to lead must have confidence in you and give you their support and commitment.

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Planning and Implementing

SMARTER GOALS

Specific: State exactly what you want to achieve.

Measurable: How will you know when you have succeeded?

Achievable: Be realistic but aim to stretch yourself

Relevant: Goals must mean something.

Will you feel proud, happy and satisfied when goals are achieved?

Timed: Set realistic time targets. Many goals have supporting goals. Pin-pointing a time for achieving these milestones can help break down large tasks.

Exciting: Exciting goals will stimulate you into action

Reviewed: Goals should be reviewed on a regular basis and at least once a year.

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Planning and Implementing

ASSESS:

- Where are we now?
 - (strengths and weaknesses)
- Where do we want to go?
 - (goals, aims, objectives)
- How do we get there?

**PLAN YOUR WORK
AND
WORK YOUR PLAN**

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What is Management?

“Management is the efficient and effective use of resources to achieve results with and through the efforts of other people”



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Teamwork in the Club

SUB-COMMITTEES - General Notes:

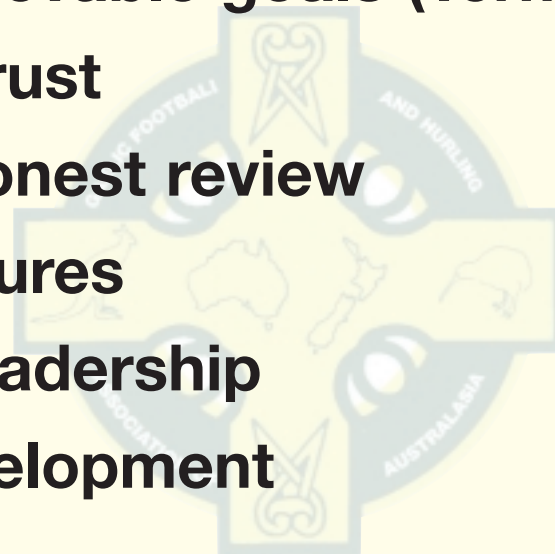
- Always appointed by the Club Executive
- Chairperson of sub-committee should be a member of the Club Executive
- Executive must give clear Terms of Reference
- Sub-Committee life span - from AGM to AGM
- Reports to every Executive Meeting
- Has no authority to spend money without permission of Executive
- Main Officers of Executive are Ex-Officio members of Sub-Committees.

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Teamwork in the Club

Characteristics of an effective team include:

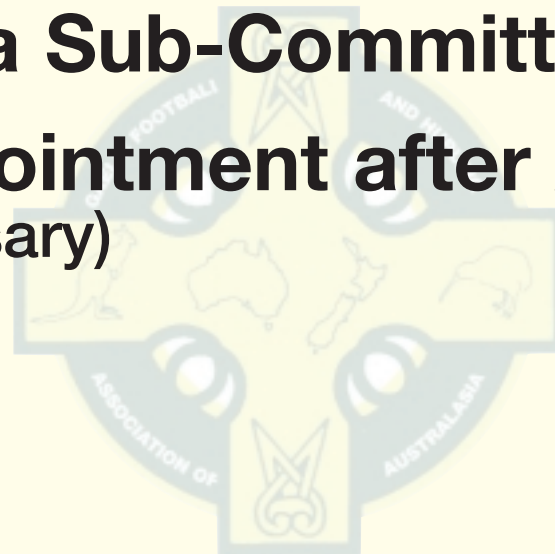
- clear and achievable goals (Terms of Reference)
- support and trust
- regular and honest review
- sound procedures
- appropriate leadership
- individual development



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Conclusion

- **End of a Project**
- **Life of a Sub-Committee**
- **Re-appointment after AGM**
(if necessary)



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Club Structures

- This session will deal with the Rules, Constitution and Control of the Club.
- The President must understand that he/she is the club officer responsible for safeguarding the ethos, constitution and good name of the Club.
- He/she should Know and Understand the Rules and the reasons for them, and do everything in his/her power to see that they are implemented.
- The Rules and Guidelines are there to protect and safeguard the club, particularly in times of difficulty.

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The Importance of ...

- Club Constitution
- Membership
- Code of Conduct



The Club Constitution

Official Guide

“The Official Club Constitution as approved by Congress shall be adopted by the club.

The rules concerning the business and affairs of the club shall be as set out in the Club Constitution.

In the Club Constitution the masculine shall include the feminine gender. All club by-laws and additions or alterations to rules made under the Club Constitution shall receive the approval of the State Committee.”

The Club Constitution

PURPOSE OF:

Provides a means whereby the Club can be:

- operated
- controlled
- managed

by the Executive Committee of the time.

The Constitution provides for:

- (a) Control of Assets of the Club
- (b) Efficient operation of activities within the Club i.e.
 - Membership
 - Management structure
 - Sub-Committee structure
 - Trustees of Real & Personal Property of the Club.

Classes of Membership

- **Full (Ordinary)**
- **Honorary**
- **Temporary (Social)**
- **Youth**

All Classes elected by Executive Committee

G.F.&H.A. Club Membership

FULL MEMBER

- **Application**
- **Publication in Club**
- **Decision by Executive**
- **Notification to applicant**

(i) Membership **ceases** when member fails to pay annual subscription by due date.

(ii) Membership may be renewed **only** by compliance with the Rules of Constitution

i.e. Prescribed application form must be completed by applicant and processed by Club as for a new member.

Club Code of Conduct

CLUB POLICY

G.F.&H.A. Clubs should ensure that:

- **Officer posts are filled by the best people available who are motivated and have the essential qualities of leadership and integrity.**
- **Officials/Officers endeavour to earn the respect of the community.**
- **The Club should decide on its policy in relation to other games and in relation to full allegiance on the part of all its officials/officers and players to club team activities.**

Club Code of Conduct

“a basic set of principles establishing acceptable standards of behaviour for Officials/Officers in addition to the requirements of Rules applying to members.”

The Club Executive should agree a **code of conduct**.

Dealing with such issues as sportsmanship behaviour/tactics of team mentors, observance of age regulations, guidelines on teenage drinking and respect for the Club and its property.

In most cases the Australasian Association’s Code of Ethics will be the Code of Conduct reference for all involved with Gaelic Games.

Effective Meetings

Be sure that the purpose of **each meeting** and **each item** on the agenda, is clearly understood by the members:

It may be:-

- To share ideas and information only
- To brief members before action
- To generate new idea
- To make a decision
- To make a recommendation

Effective Meetings

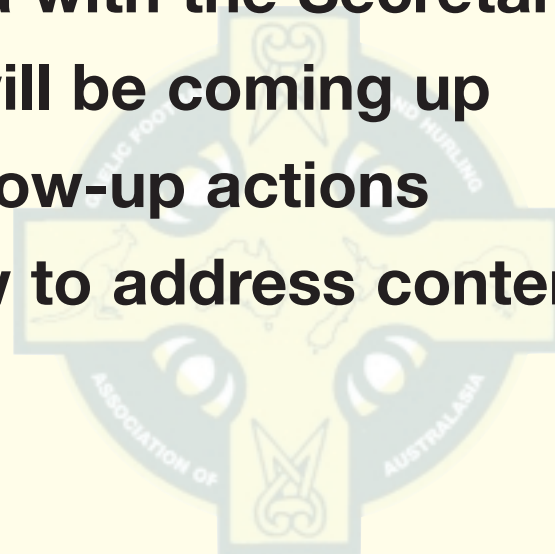
Purpose of Meetings

- All meetings have a purpose
- There are many different types of meetings:
e.g.
 - Information Meetings (giving, getting)
 - Problem Solving Meetings
 - Brainstorming Meetings
 - Crisis Meetings
 - Training Meetings

Effective Meetings

Preparation of Meetings

- Agree agenda with the Secretary
- Know what will be coming up
- Check on follow-up actions
- Consider how to address contentious issues



Effective Meetings

The Agenda

A well constructed, appropriate agenda will help to make your meetings more effective Important or urgent items should come at the top of the Agenda



Effective Meetings

Establish Ground Rules

State the ground rules at the beginning of the meeting.

Here are a few examples:

- **Meetings will start and end on time.**
- **Everyone will participate.**
- **Comments will be non-judgmental.**
- **No one will interrupt anyone else.**
- **Assigned tasks will be done on time.**
- **Questions will be asked to clarify.**

Example Agenda

- 1. Minutes**
- 2. Matters Arising**
- 3. Finance**
- 4. Fixtures (team issues)**
 - (a) Adult
 - (b) Juveniles
- 5. Development**
 - (a) Physical
 - (b) Games/Coaching
- 6. Sub-Committee Reports**
(remember to get approval for recommendations)
 - (a) Youth Committee
 - (b) Grounds Committee
 - (c) Sports Day
- 7. Correspondence**
- 8. Any other notified business**

Guidelines for Chairing a Committee

- **Keep to the Agenda**
- **Keep control**
- **Involve everyone**
- **Reports, Discussions, Points of Order, Questions
- All Through The Chair**
- **Agree follow-up action at each stage:-**
- **What, Who, and by When.**

Develop Your Plan

Failing to Plan is Planning to Fail

Write down three GOALS for your club:

- 1. Short Term -**
(over the next three months)
- 2. Medium Term -**
(within the next six months)
- 3. Long Term -**
(within the next year)

