

Gaelic Football & Hurling
Association of Australasia

MINOR FOOTBALL WORKSHOP/SEMINAR

MINOR BOARD WORKSHOP
WORKSHOPS / SEMINAR

AGENDA

Registration

Address - Australasian Representative

Role of Minor Board

Workshops

Feedback

Review

MINOR BOARD WORKSHOP

What is the G.F. & H.A.?

- **It is an Australasian National Sporting and Cultural Organisation**

Firmly rooted in our local communities.

Working for the benefit of our communities through the promotion of our games and culture.

MINOR BOARD WORKSHOP

G.F & H.A. Challenges

■ **INTERNAL**

■ **EXTERNAL**

MINOR BOARD WORKSHOP

Internal Challenges

- **Lack of Volunteers**
- **Our own Complacency**
- **Poor Communication**
- **Fixtures/Regular Games**
- **To provide**
 - **Quality Coaching**
 - **Quality Administrators**
 - **Quality PR**
- **Develop Good Urban Structures**
- **Youth Interest**
- **Use of I.T.**

MINOR BOARD WORKSHOP

External Challenges

- **No International Dimension**
- **TV Saturation of other sports**
- **Lifestyle Changes**
- **Parents and Young Players**
- **Greater variety of sports in our schools**
- **Due recognition for sport not included in a school curriculum**
- **Other**

MINOR BOARD WORKSHOP

Where do Minor Boards Fit in?

- **The Minor Board is at the coal face of G.F. & H.A. activity locally**
- **It provides the local shop window for our Association to our young players and their parents**
- **It creates the first impressions of our games and our association**

First Impressions Last.

The role of the Minor Board can be subdivided into the following sub-headings

- **A: Fixtures**
- **B: Games Promotion**
- **C: Standard of our Games
(Skill Levels)**
- **D: Sportsmanship and discipline
(Code of Conduct)**
- **E: Adult - Youth Relationships**
- **F: Representative teams**
- **G: Initiatives to enhance our games locally**

MINOR BOARD WORKSHOP

- All of these functions are currently being carried out generally by State Committees

THE CHALLENGE

***TO BE MORE SUCCESSFUL
AT WHAT WE DO***

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Fixtures

- **Plenty of Games**
- **Set Fixtures - Master Fixture List**
- **Proper Notification**
- **Cancellations?**
- **Time of Year for competitions**

Good communication is the key to a well run Minor Board and a good fixture program

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Games Promotion

- **Publicity = Local Press/Radio**
- **Team photos/captioned (help clubs).**
- **Not Just winners**
- **League Tables/Regular - Match**
- **Dress Code (inform and enforce).**
- **Pitch in Order**

MINOR BOARD WORKSHOP

Skill Levels

- **Games are based on Teamwork and Skill**
- **Grading**
- **Player Awards**
- **Skill Level**
 - **Work with team mates – Discipline**
 - **Dress Code & Punctuality.**
- **Look after the average and weak player**

MINOR BOARD WORKSHOP

Sportsmanship & Discipline

- **Strict but Fair.**
- **Fairness & Equality**
- **Mentors - Behaviour and attitude**

Why not invite team selectors to a meeting at the beginning of the year?

- **Rewards – For teams and individuals who behave should be considered especially where skill awards exist**

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Adult / Youth Relationships

- The official shows: **Respect:**
 - Young Players
 - Referees
 - Other G.F & H.A. Officials

Weak players should be encouraged not bullied

- The young player shows respect for:
 - Fellow players
 - Coach
 - Opposition
 - Match officials

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Adult / Youth Relationships

■ **Child protection/mentor safeguards**

- **Coaching in a safe environment means safe for the coach as well as the young player**



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Representative Teams


■ Selection of Mentors

Strike a balance between the involvement of a player at state level and the need to develop the average and weak player

■ Run Special Competitions or Special Initiatives.

- Catch and kick football are some of the competition initiatives implemented.
- Representative teams
- Selection of Mentors

Initiatives to enhance our games locally

- **Assist in the development of Coaching Initiatives,**
 - **Club/School link**
 - **Monitor standards and skill levels**
 - **Run special competition or special initiatives**
 - **Other????**
- 

Desirable qualities for a member of the Minor Board include:

- **Dedication:** The G.F & H.A. must come high on her/his priorities.
- **Knowledge:** He/she must have a good working knowledge of the Association, the ethos, and the rules and procedures of the Association.
- **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.

MINOR BOARD WORKSHOP

The Chairperson

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 Chairperson to the effective working of the Committee and consequently the State Committee can never be underestimated.

MINOR BOARD WORKSHOP

The Chairperson

DUTIES

General:

- **Knowledge of the Official Guide**
- **Meetings**
 - preparation for
 - conduct of
 - follow-up action
(in close liaison with the Secretary)
- **Public Image of the Association**

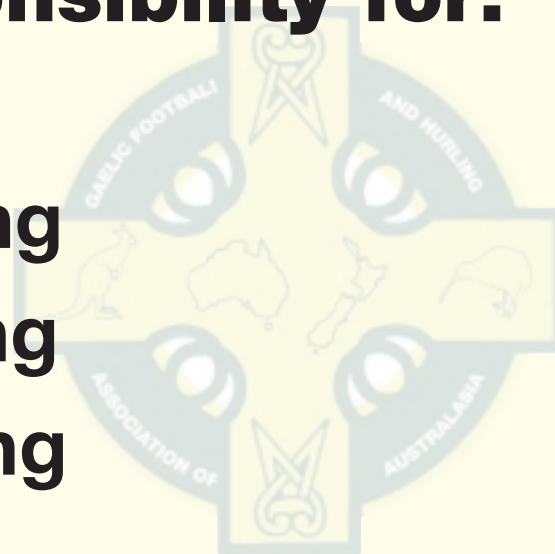
MINOR BOARD WORKSHOP

The Chairperson

DUTIES

Prime Responsibility for:

- Planning
- Organising
- Delegating
- Controlling



MINOR BOARD WORKSHOP

The Secretary

MAIN DUTIES

Centre around

- Meetings
- Records
- Correspondence

Meetings

Work before, during and arising out of meetings.



MINOR BOARD WORKSHOP

The Secretary

CORRESPONDENCE

Outgoing (copy)

Incoming (originals)

Form filling/signing

Match Notices

Documentation from

– State Committee



MINOR BOARD WORKSHOP

The Secretary

CORRESPONDENCE

Meetings:

Minutes (approved, signed, bound)

Property:

Insurance policies /documentation

Inventory:

- Personal Property
(assets, equipment etc.)

Games:

Fixture Lists

Games Results

Analysis - by team, code

Other: Membership, By-laws

We are talking about

- **Vision**
- **Leadership**
- **Management**
- **Teamwork**
- **Organising**
- **Planning**

MINOR BOARD WORKSHOP

Minor Board Leadership

LEADERSHIP:

‘the ability to help a group of people with 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 for the common good’

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Club Leadership

LEADERSHIP INVOLVES

- **Knowledge of the individuals whose co-operation you want.**
- **Knowledge of the objective – a clear picture of what you want the person or group to achieve**
- **Communication skill – the ability and willingness to explain, listen and discuss**

MINOR BOARD WORKSHOP

Leadership

Leadership deals with persuading, inspiring, motivating others and spearheading useful change.

A leader creates a sensible vision for others, and 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.

MINOR BOARD WORKSHOP

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**

MINOR BOARD WORKSHOP

Management

What is Management?

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



MINOR BOARD WORKSHOP

Teamwork in the Minor Board

SUB-COMMITTEES - General Notes:

- Always appointed by the State Executive
- Chairperson of the Minor Board should, if possible, be a member of the State Executive
- State Executive must give clear Terms of Reference
- Minor Board 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, if possible, 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**

MINOR BOARD WORKSHOP

Code of Conduct

“a basic set of principles establishing acceptable standards of behaviour for Officials/Officers/Players”.

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

Dealing with such issues as sportsmanship, adherence to rules, behaviour / tactics of team mentors, respect, dress code for players, punctuality and discipline.

MINOR BOARD WORKSHOP

Code of Conduct

WHY IS IT NEEDED?

To give structure to your activities.

Gives you, the officers, the guidelines and directions in which to operate in a fair and transparent manner.

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Code of Conduct

ISSUES

- **Respect**
- **Discipline on and off field**
- **Fair play**
- **Dress code**
- **By-laws – time keeping**
- **Mentors ground rules/protection**
- **Reporting of issues**
- **Procedure to deal with issues**
- **Penalties**
- **Other?????**

*Code of conduct should be player friendly
in as far as possible*

MINOR BOARD WORKSHOP

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 ideas
- To make a decision
- To make a recommendation

MINOR BOARD WORKSHOP

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.**

Guidelines for Chairing a Committee

- **Keep to the Agenda**
- **Keep control**
- **Involve everyone**
- **Reports, Discussions – All through the Chair**
- **Agree follow-up action at stage:-
– What, Who, and by When.**

MINOR BOARD WORKSHOP

Public Relations Officer

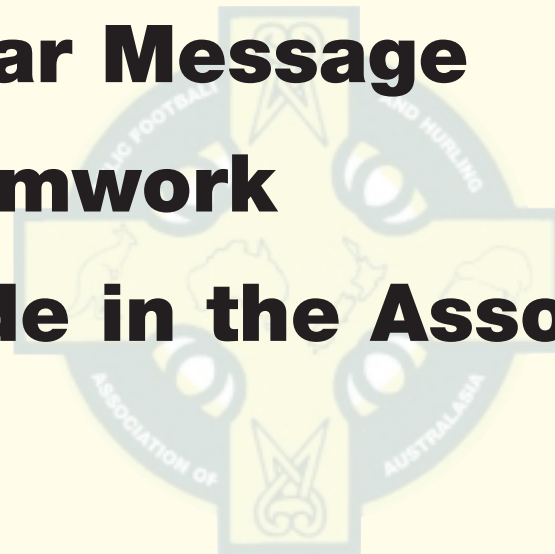
- **Need for good image**
- **Benefits**
- **Responsibility of P.R.O.**



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Public Relations Officer

- **Positive Attitude**
- **Clear Message**
- **Teamwork**
- **Pride in the Association**



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Public Relations Officer

WHAT

- **Public / Media Information**
- **State / Clubs – difference**

WHY

Needed more than ever Competition

- other sports
- other organisations

Same Media Space

Survival of the Best

MINOR BOARD WORKSHOP

Public Relations Officer

What must the P.R.O. BE?

- **Most important -**
Chairperson / Secretary too busy
- **Must be able/reliable**
- **Not multi-P.R.O.**
- **Not his/her own agenda**
- **Not a knocker**
- **Minor Board comes first!!**
- **Have time to do the job**

MINOR BOARD WORKSHOP

Public Relations Officer

To communicate the G.F. & H.A. message both within the Association and to the general public.

A Good P.R.O. will:

- Work as part of a team along with the other Club Officers and the various committees.
- Plan a campaign of work for the entire year.
- Establish good working relationships with Local Press and Radio.
- Check with other officers (particularly the Chairperson) if something controversial arises.
- Be able to speak “on the record” and “off the record” with local correspondents.

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Public Relations Officer

- **To be well informed**
- **To inform**

A well informed P.R.O. needs:

- **Good communication with Secretary**
- **Good links with other Committees**
- **Well defined job**
- **Copy of all fixtures**
- **To attend all Management Meetings**

MINOR BOARD WORKSHOP

Public Relations Officer

- **Need for continuous records**
- **Good quality scrap book
(Press Cuttings)**
- **Copies**
- **Photographs (Captioned)**
- **Use Full Names**
- **Mention Substitutes**

Act Now.

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Public Relations Officer

- **Know the Media**
- **Pro-Active v's Re-Active**
- **Regular (Make News)**
- **Positive**
- **Presentable**
- **Punctual**
- **Know your Contacts**
- **Plan Ahead**
- **Expect Editing/Corrections**
- **Important News First**
- **Know the best weeks for news**
- **One side of paper**
- **Margins on page – re. fax/editing**
- **Type/Handwritten**

MINOR BOARD WORKSHOP

Public Relations Officer

Papers:

- More than enough material
- Only BEST will be used
- Clear, Simple Message
- Simple Words/Spelling

Photo / Sponsors:

- Free Ad - not in papers interest
- Don't expect space

BUT – TRY, TRY AGAIN.

MINOR BOARD WORKSHOP

Public Relations Officer

Rules – 5 W's

WHO

WHAT

WHERE

WHEN (How)

WHY

MINOR BOARD WORKSHOP

Public Relations Officer

Information Technology

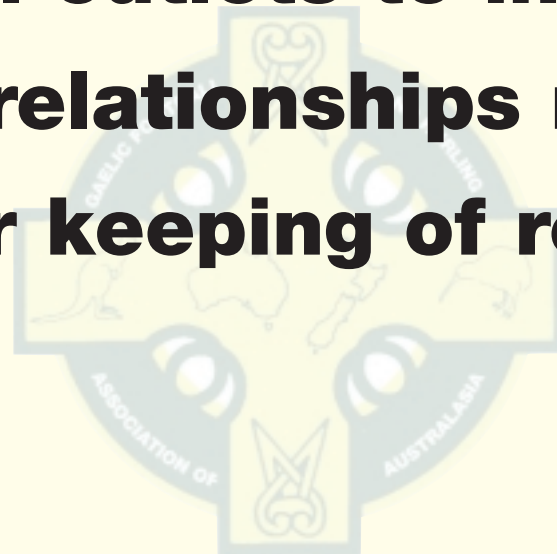
- **Email**
- **Web-site**
- **Telephone**
- **Fax**



MINOR BOARD WORKSHOP

Public Relations Officer

- **Ongoing Weekly Reporting**
- **Use all outlets to inform**
- **Good relationships needed**
- **Proper keeping of records**



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Motto

***‘Never tell them today
what we can get away
with telling them
next week’.***

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Definition of Communication

‘Communication is the transmission of information to another person and (ideally) having it understood in the exact way in which it was meant’

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Methods of Communication

Assertive – Communicating in an open and positive way

The best way to communicate is to be assertive

Methods of Communication

- Verbal
- Written
- Non-verbal

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Good Communication is Vital

- **Our Association is dependent on teamwork.**
- **Effective teamwork is dependent on Assertive communication.**
 - **Within Clubs**
 - **Club to State Committee**
 - **State to Clubs**

MINOR BOARD WORKSHOP

Use of Technology in Communication

G.F. & H.A. is committed to the use of IT as a means of communication

Why:

- **More cost effective**
- **More efficient**
- **Much faster**
- **More reliable**

Information Technology Concerns and Fears

- **Officials are used to tried and tested means of communications**
- **Modern technology has created fears for adults:**
 - Failure to understand
 - Embarrassment at failure
 - Fear of retraining
 - Fear of change
 - Fear of equipment

*If the present system works why change it?
Remember we have learnt to adapt to the
mobile phone, the fax machine, the motor car
etc. Why not give it a shot.*

MINOR BOARD WORKSHOP

Help available for Clubs

Programs

- **Basic Officer**
- **Specific Officer**
- **Club development and planning**
- **Pre-AGM course**
- **Minor Board**

Coaching and Games

- **Level one courses**
- **Practical club coaching sessions**
- **Referees courses**