



# Club Manual

## Role of the Club Secretary

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GAA



## Role of An Runaí – The Club Secretary

The Secretary is the chief administrator in the Club. The duties are many and varied and call for a high degree of dedication. The Secretary has more to do with the practical running of the Club than any other officer. He/she should be a good organiser, be methodical and above all, be reliable. The duties dovetail with those of the Chairman and it is essential that both officers work as a team of which the Secretary will very often be the more active person.

### Main Duties:

The main duties of the Club Secretary are summarised as follows:

- 1: Communication:**
  - With Club members and officers
  - With the county Secretary and County Committee
- 2: Meetings**
  - Preparation for and follow up on assigned tasks
  - Accurate recording of meeting minutes
- 3: Administration:**
  - Correspondence and keeping records
  - Membership and registration
  - Team affiliation
  - Club Insurance
  - Club property
  - Working with County/Divisional Committee/Board
- 4: Club Planning**
  - Assisting in developing a Club plan

These duties are now discussed in greater detail.

## 1: Communication

“Everyone with a role in the Club has their part to play in good Club communication. However, the Secretary has a particularly important part to play.”

**The Secretary is responsible for informing members of the Club Executive of meetings, for informing Club members of the AGM and for communicating with outside bodies etc. He/she should deal expeditiously with all correspondence, consulting with the Chairman if necessary .**

**Note:** The Club Secretary has a key role in communicating with the county Secretary. The importance of this role cannot be emphasized enough as there needs to be a clear line of communication between all Club secretaries and the county Secretary. All correspondence from the County Committee should be dealt with as quickly as possible and all required action taken promptly.



## 2: Meetings

**A Club should hold regular committee meetings even if at times there appears to be little to be done. Coming together may spark off some needed activity.**

The Secretary usually calls a meeting, having consulted with the Chairman. There should always be an agenda for a meeting with essential business being transacted first. At the first Club meeting of the season, all should agree on a standard start time for the year and meetings should begin at that time. Punctuality is merely a habit. Meetings should also close formally so that everyone, including the Secretary, is quite clear when the business is concluded.

The Secretary must prepare for the business of the meeting, i.e. get together any information that may be needed. He/she should also check back on the minutes of the last meeting to see that action has been taken as required. While the Chairman conducts the meeting, the Secretary may have to assist from time to time. It is important to work to the agenda and avoid too much informal discussion.

### Meeting Minutes:

It is the responsibility of the Secretary to record the minutes of a meeting (Rule 7.12 Club Constitution). Minutes are the written records of the business transacted at a meeting and specifically record the date of the meeting, those present, apologies, the main points in the discussions held and any decisions taken (Rule 7.13 Club Constitution). The minutes should always record the proposer and seconder of a motion and the result of the subsequent vote taken.

Writing of the minutes should be done as soon as possible after the meeting and be written in an official Club meeting minute book/file. Do not try to write everything down, but note the main points of the discussion and the decisions taken. If in doubt about decisions during the meeting, always seek clarification from the Chairman. Note: Minutes should not be a word for word account, just a summary.

### Approval of Minutes

At each meeting, the minutes of previous meeting must be read to those present. The minutes are then agreed as being accurate (amendments made if necessary), proposed and adopted. The adopted minutes must be signed by the Chairman and Secretary (Rule 7.14 Club Constitution). If the

minutes have been circulated in good time prior to the meeting, then it may suffice to summarize them and take them as read, with those present being given the opportunity to make any comments.

Note: The item "Matters Arising from the Minutes" is intended to report on progress on minor matters. Matters of importance should form separate items on the agenda.

### After the Meeting

The Secretary plays a key role in ensuring that the decisions taken at the meeting are followed up, particularly the tasks assigned to self. This ensures that progress is seen to be made from meeting to meeting.

For more on meetings in general, consult the 'effective meetings' section of the Club manual.

### The Club AGM

The AGM is the most important meeting of the year. The Secretary plays a vital role in organising a successful Club AGM. The Secretary should be familiar with the rules governing the setting up and the conducting of the AGM. For more on this important topic, Please see the section in the Club manual on the 'Club AGM'.

## 3: Club Administration

**There are several areas of importance for the Secretary regarding Club administration. The main areas are outlined as follows**

### **A: Correspondence and records**

The main points to consider in dealing with correspondence are as follows:

- Read and reply to all correspondence promptly.
- Keep a copy of all correspondence sent and received.
- File copies of correspondence under appropriate headings e.g County Committee, Divisional Committee, Fundraising, Injury Scheme etc.
- Be up to date with all correspondence before meetings.

The Club should use a well designed Club headed letter paper, following the GAA Brand Guidelines as set out in the document 'Our Brand, Our Future'. To receive a copy of this document, email [brand@gaa.ie](mailto:brand@gaa.ie) with the Club name and postal address included. All clubs should ensure that they are registered on the GAA brand website ([www.brand.gaa.ie](http://www.brand.gaa.ie)) where they can access a wide range of

guidelines, artwork and templates (e.g. Club letterhead and signage templates).

The Secretary is responsible for keeping records of correspondence, matches, venues, dates and winners. Simple files about various Club activities should be kept as such items will be invaluable for the compilation of a Club History or Year Book etc. This particular task should be done in conjunction with the Club PRO, who also plays a major role in accumulating clubs records.

### **B: Membership and Registration**

Each year a Club must complete a player registration and a Full and Youth member registration. This is a very important activity and must be carried out according to rule 2.1 and 2.2 of the Official Guide. The Club Executive committee must also be registered in accordance with rule 3.2 (a) of the Official Guide. Clubs are required to elect a Registrar to the Club Executive Committee each year (rule 7.2 of the Club constitution), whose main role is to complete the registrations (see role of Club register in the Other Officer roles section).

“The Club should use a well designed Club headed letter paper, following the GAA Brand Guidelines as set out in the document ‘Our Brand, Our Future.’”



GAA registration must be completed on the GAA online 'Membership and Registration System'. A username and password for this system is provided to each Club Registrar.

The Club Secretary should ensure that registrations are taking place in the correct manner and that records on Club membership are maintained. Registration should be discussed at each Club Executive meeting, particularly in the early part of the year. A complete list of the registered Club members should be displayed in the clubhouse. For more on this topic, consult the '**membership and registration**' section of the Club Manual.

#### **C: Club Property:**

All Club property should be vested in the Association and update records of the Club trustees and other important documentation should be held by the Club.

For more on this see section on '**Club Property**' section of the Club Manual.

#### **D: Insurance**

There are four specific insurance schemes in the GAA, which the Club Secretary should be familiar with. These schemes are briefly outlined as follows:

##### **1 GAA Property Insurance**

Covers GAA property against loss or damage

##### **2 GAA Injury Scheme**

Note: This is an injury scheme – not an insurance scheme.

In order to comply with Injury Scheme Regulations, Clubs must notify the appropriate body of challenge games, tournaments, blitzes etc. This will usually be the County Committee. However, in the case of games taking place with Club of another county or province, the Provincial Council or Croke Park must be informed. If there is no notification, there is no cover under this scheme.

Clubs are required to register all of the teams they are entering for the year with Willis, GAA Insurance and Injury Scheme advisers. Clubs must register teams on time at the beginning of the year. Registration of teams now takes

“The injury must be reported to Willis (claims administrators) within 60 days of the injury occurring.”

place on the online Membership and Registration System. Players must be a fully paid up members of their Club, hence the importance of player registration.

#### **Administering Injury Scheme Claims**

The injury must be reported to Willis (claims administrators) within 60 days of the injury occurring. This is done by completing and submitting the first two pages of the claim form, which can be downloaded from the GAA website [www.gaa.ie](http://www.gaa.ie)

When submitting the claim in full, the balance of the claim form must be completed and returned to the County Secretary with all supporting documentation (i.e. medical receipts etc) included. Please note this form must be signed by the Club insurance/injury scheme officer. The County Secretary then passes the form to Willis.

#### **3 GAA Liability Insurance**

Covers employers and public liability insurance

#### **4 GAA Block Hirer Policy**

This insures the use of GAA premises by outside bodies

and provides protection for third parties and the GAA Club. If any outside activity takes place on Club grounds, insist on insurance through the GAA Block Hirer Policy.

#### **General**

The Secretary must ensure that the Club is fully compliant with all insurance requirements. Once the teams are registered online the fee should be made payable to Cumann Lúthchleas Gael and sent direct to Cumann Lúthchleas Gael, Injury Scheme Section, Croke Park, Dublin 7, Ireland

For more on this important topic, consult the ‘**Club Insurance and Injury Scheme**’ section of the Club Manual.

**Note:** Croke Park recommends that each Club should have an insurance/injury scheme officer, sitting on the Club Executive whose job it is to administer the schemes.

#### **E: Team and Club Affiliation**

A Club must affiliate with the County Committee at the beginning of the year with in accordance with rule 3.2 of the Official Guide. The Necessary paper work is usually

forwarded to the Club by the County Committee. Each county can set their own affiliation fees and this will be stated on the affiliation form.

The Club Executive Committee must be registered on the online GAA membership registration system in accordance with rule 3.2 (a) of the official guide. This is a task for the Club Registrar along with the registration of players and members.

#### **F: Administration for Club Games**

For each Club game, the referee must be provided with a list of the players available for the game in duplicate (rule 2.5 (i) of the Official Guide part 2/playing rules).

The players name must be in Irish and can include the DOB in the case of all games in the U-21 and Juvenile grades. An exception to this rule is provided in rule for names where an Irish translation does not exist. The first fifteen names on the list will be taken as the first fifteen starting the game, unless otherwise indicated. The list must include the Club name in Irish. This team list must be signed by the Secretary or the Assistant Secretary. In the case of U-16 and younger

grades, official lists can be signed by the official in charge of the team, provided the committee in charge of the competition has been notified of this persons name beforehand (Rule 1.7 of the Official Guide).

For substitutions, a note stating the player to be withdrawn and the player to enter the game must be provided to the referee (rule of 2.4 (iii) of Official Guide part 2/playing rules). There is a facility on the online GAA 'Membership and Registration System' to print standard Club team sheets, which includes the players GAA identification number.



## 4: Club Planning

**While the Chairman of the Club should initiate the development of the plan and oversee its implementation, the Secretary also plays a major role in its development. For more information, see the chapter on 'GAA Club planning'.**

“All clubs should plan ahead for the future.”

### General: Official Guide and Club Constitution:

The Club Secretary must always have a current copy of the Treoraí Oifigiúil (Official Guide). He/she should be familiar with the provisions dealing with Club activities. This is available on the GAA website.

Each Club must have adopted the 2005 version of the Club constitution. This is a very important document and will need to be consulted by the Club from time to time. If the Club has not already adopted it, it should be done immediately. A Club can make amendments to the standard constitution but these amendments must be approved by the County Committee. It is essential that the Secretary has the Club's constitution on file. The standard constitution is available on the GAA website [www.gaa.ie](http://www.gaa.ie)

