



chrome

Cumann Lúthchleas Gael Baile Buadáin Naomh Éanna.

(Ballyboden St. Enda's G.A.A. Club)

Club Bye Laws and Rules -

As passed by the members at the AGM held on 1 December 1995; and
as revised by the members at the Annual General Meeting held on 30 November 2006;
and as amended by the members at the Annual General Meeting held on 29 November
2007; and as amended by the members at the Annual General Meeting held on 31
March 2011;
as amended by the members at the Special General Meeting held on 25 October 2011;
as amended by the members at the Annual General Meeting held on 13th April 2015, as
amended by the members at the Annual General Meeting held on 24th April 2017; and as
amended by the members at the Annual General Meeting held on 23rd April 2018; and
as amended by the members at the Annual General Meeting held on 15th April 2019;
and as amended by the members at the Annual General Meeting held on 19th November
2020; and as amended by the members at the Annual General Meeting held on 21st
June 2021;

CONTENTS

	Page
1. General	3
2. Door- duty	4
3. Hall rules	5
4. Membership	5
5. Disciplinary Procedure	6
6. Financial Governance	7
7. Damage to Club Property	7
8. Membership of Executive Committee	8
9. Role, tenure and election of the Club President	8
10. Role, tenure and election of the Club Vice President	9
Extracts from the Safety Statement	11

1. General

- 1.1 The Clubhouse and the furnishings and fittings provided therein are the property of the members of Ballyboden St. Enda's GAA Club. They are reserved strictly for the use and benefit of members.
- 1.2 Members' children are welcome provided they remain seated with and under the control of and supervision of their parents or guardians. All children must be off the premises and its' surroundings:-
 - 1.2.1 During Summer time not later than 9 p.m.
 - 1.2.2 During Winter time not later than 8 p.m.
- 1.3 No excisable liquor shall be sold or supplied to any person under eighteen years of age.
- 1.4 No excisable liquors shall be sold in the main hall during under age functions.
- 1.5 The outer door of the premises shall be closed and secured at official closing time and no member shall be admitted to the premises after that time.
- 1.6 Emergency doors are to be used in the case of emergency only. The opening of these doors for any other purpose without authorisation is strictly prohibited.
- 1.7 The vacating of the lounge bar shall be in accordance with current licensing laws.
- 1.8 A high standard of behaviour is expected from all persons at all times while on the premises. Persons habitually in a state of intoxication will be debarred from the Club.
- 1.9 Members are requested on each occasion when entering or leaving the premises to do so as quietly as possible. Consideration must be shown for the adjacent residents. **Under no circumstances** will, for example, the blowing of car hooters, shouting or singing in the car park be tolerated.
- 1.10 Cars must be parked so as to maximise parking facilities and in such a way as not to obstruct the free movement of other cars leaving or entering the car park.
- 1.11 Members and visitors to this Club are reminded that this is a G.A.A. Club and all activities must be consistent with the aims and ideals of the Association
- 1.12 In exceptional circumstances the Club's playing gear colours may be varied on request to the Executive Committee.
- 1.13 The Club's Safety Statement shall form part of these Club Bye-laws and Rules – see Appendix - selected extracts from the Safety Statement starting at page 10. The Safety Officer shall be the General Manager.
- 1.14 No member shall be absolved from the effect of these Rules and Bye-Laws of the Club on the grounds that he was not supplied with a copy or had no notice of same.
- 1.15 The Executive Committee is empowered to interpret these Rules and Bye-Laws under Article 16 of the Club Constitution and may impose penalties for breaches as it sees fit.

- 1.16 Words importing the singular number only, include the plural number and vice versa, and words importing the masculine gender only, also include the feminine and vice versa.

2. 'Door Duty Officer' Function and Responsibility

- 2.1 The location for 'Door Duty' is in the entrance hallway with the Visitors Book which is available in the members' lounge.
- 2.2 At least one Club member shall be on duty at all times during the opening hours of the members' lounge bar.
- 2.3 The member on duty must have a sound knowledge of the Club bye-laws as applicable to door duty and must ensure that these rules are observed.
- 2.4 The member on door duty shall be deemed to be the person in charge of the premises for the purpose of the registration of Clubs (Irl) Act, 1904. He shall be responsible for the enforcement of the house rules and he may call on the assistance of any member to so do.
- 2.5 In order to ensure that only those entitled to use the facilities are admitted to the Club, it is therefore essential to have the co-operation of the members. For this reason, the Executive Committee requests members to show the 'door duty officer' their current membership card on entering the premises. Those not in possession of their card must then be checked against the members' list by the person on duty.
- 2.6 Members may bring a visitor into the members' lounge bar provided he is accompanied by the member and has signed the visitors' book. This facility should not be abused by members (such facility may be withdrawn from any member at the discretion of the Executive Committee).
- 2.7 Members must remain in the company of the visitor introduced by them onto the premises. No member may introduce more than 2 visitors at any one time and no member may introduce the same guest more than 4 times in any one calendar month.
- 2.8 Members are expected to co-operate with the member on duty. He shall report any serious breach of these rules to the Club Secretary and appropriate action will follow.
- 2.9 Enquiries on any matter should be dealt with, if at all possible. The exception should be recorded and passed to an Executive Committee member or a member of the relevant sub-committee. (The names of Team mentors and their Telephone Numbers are available from the Club Directory, which is held on the premises).

- 2.10 A regular check should be made on the car park to ensure that members' property is not interfered with.
- 2.11 Ensure that you are familiar with the procedures to follow in the event of a fire.
- 2.12 Assist with the distribution of membership cards.

3. Hall Rules

The following Rules apply to the use of the hall for training/coaching purpose: -

- 3.1 Members must have prior authorisation from the General Manager of the Club, through their sub-committee, prior to organising training /coaching sessions.
- 3.2 Arrangements regarding the opening and closing of the hall outside of normal opening hours must be made with the General Manager.
- 3.3 Mentors will be responsible for the actions of their players while in the hall.
- 3.4 The playing of ball games is forbidden. However, a suitable sponge ball may be used for coaching purposes.
- 3.5 Appropriate footwear must be worn at all times while training.
- 3.6 Interference with or abuse of any hall furnishings, decorations or fittings will not be tolerated.
- 3.7 Smoking is prohibited in the premises at all times.
- 3.8 Unsupervised children are not allowed in the hall at any time.

4. Membership Subscriptions

4.1 There shall be four levels of individual subscription as follows:

Level 1 – Full and Associate Membership

Level 2(a) - Student and Youth (Youth includes players up to and including Minor but excluding Academy) where one or both parents/guardians are already members of the Club.

Level 2(b) Student and Youth (Youth includes players up to and including Minor but excluding Academy) where a parent/guardian is not already a member of the Club.

Note: In the case of Article 2(b) a parent/guardian may apply for Level 1 membership and on being accepted into membership, both parent/guardian and Youth shall be eligible for family membership.

Level 3 – Spouse and Associate Overseas Membership

Level 4 – Academy

[NOTE – individual membership subscription does not include levies.]

4.2 **Family Membership** : The Executive Committee shall be empowered to offer family membership packages, excluding levies, as follows:

Parent(s)/Guardian(s)/Head of family	Full Member subscription (Level 1)
First additional family member*	50% reduction on applicable subscription
Second additional family member*	75% reduction on applicable subscription
Third or more additional family members*	100% reduction on applicable subscription

*Only Students, Youths and Academy members are eligible for family subscriptions.

4.2(a) Where the calculation of a member's or a family's membership rates (including levies), results in a rate that is not a multiple of €5, then the resulting rate shall be rounded down to the nearest multiple of €5, with effect from 1st January 2017.

4.2(b) The family membership rate (including levies) payable by any family shall be capped at the rate that applies to a family of one adult and four children or €475 whichever is the less. Notwithstanding the subscription increases proposed, no family membership will increase by more than €50”

4.3 A second parent/guardian or spouse shall pay the additional appropriate membership subscription, either Level 1 or Level 3.

4.4 A member who has reached the age of 65 years shall, on application to the Registrar, be eligible from the 1st January in the year succeeding the attainment of eligibility, to pay a subscription equal to 50% of the Level 1 subscription only - see Article 4.1.

4.5 A list of paid-up members shall be kept by the registrar and displayed on the entrance hall notice board.

4.6 A member who transfers to another Club revokes his membership of Ballyboden St Enda's GAA Club and shall not be entitled to a refund of membership subscription paid, or part thereof.

4.7 Levies shall be applicable to players only. Levies shall not be payable by academy members – Level 4.

4.8 The levies, which are applied as a contribution to costs incurred directly on behalf of players, shall apply to all players, both to players who are individual members and players who are part of a family membership but shall not apply to the academy members. The Executive Committee will determine the rate of each levy.

4.9 An objection to the election of any candidate for membership whose name has been displayed on the club notice board shall be made to one of the Honorary Officers, prior to the meeting at which the proposal for election is considered. The objection shall be placed before the Executive for consideration and decision.

4.10 The Executive Committee shall have the power to adjust levies as required so that the direct expenditures that are incurred on behalf of players, and for which the levies are payable, are met from the individual levies. The levies should be reviewed on a regular basis.

4.11 The Executive Committee shall have the authority to vary or waive the annual subscriptions and applicable levies in exceptional circumstances. Cases of hardship shall be dealt with confidentially on a case-by-case basis, and shall be at the discretion of the Registrar, in consultation with the Chairperson.

4.12 Membership fees for the years 2016 and 2017 shall be as follows:

Membership Category	Fee 2022
Level 1 (Full Members and Associate Members)	€150
Level 2 (a) (Students and Youths where parents or guardians are club members)	€120
Level 2 (b) (Students and Youths where parents of guardians are not club members)	€170
Level 3 (Spouse and Associate Overseas Membership)	€60
Level 4 (Academy)	€150
Fees for two children from the same family in year one AND year two will be capped at	€250
Fees for two children from the same family, one in year one or year two and the second child in year 3, will be capped at	€350

5 Disciplinary Procedures

5.1 Where the Executive Committee is of the opinion that there are grounds for believing that a member is guilty of conduct considered detrimental to the interests of the club, the Committee shall write to the member concerned setting out the allegations made against him/her and request a written response thereto within a period of 14 days from the date of the letter.

- 5.2 If there is no written response within the said period of 14 days the Committee shall be at liberty, by a simple majority vote, to apply an appropriate penalty.
- 5.3 If there is a response from the member within the period of 14 days, the Committee shall invite the member to attend the next meeting of the Committee for the purpose of replying orally to the allegations made against him/her. The Committee after hearing the response of the member shall by simple majority vote make its decision. The Chairperson shall have a casting vote.
- 5.4 The Committee shall then direct the Honorary Secretary to inform the member in writing within seven days of its decision and of the member's right of appeal.
- 5.5 The decision in the event of an appeal must be conveyed in writing as soon as possible to the appellant and the complainant.
- 5.6 Complaints in relation to the behaviour or performance of any member of the Club staff or a Club member shall be made in writing to the Honorary Secretary. Procedures similar to 5.1 to 5.5 above shall be employed in conducting any investigation.
- 5.7 Criminal Charges: In the event of criminal charges being initiated in relation to the alleged misconduct of a member who has been suspended from membership either before or during the period of suspension of the member, then the period of suspension may be continued pending the outcome of the said charges.
- 5.8 During the period of suspension or expulsion a member shall not be entitled to:
 - 5.8.1 play for the Club;
 - 5.8.2 enter on the Clubs property whether in the company of another member or otherwise;
 - 5.8.3 a refund of all or any part of his/her annual subscription for the year during which the suspension occurs. Should the suspension extend into the succeeding year he /she shall not be entitled to any reduction of annual subscription for that year.

6 Financial Governance

- 6.1 The Executive Committee may borrow a sum of up to €100,000 without reference to a General Meeting. Total borrowings exceeding €100,000 must be authorised by a General Meeting.
- 6.2 The Executive Committee may not spend in excess of €100,000 on any single project, or cumulative capital expenditure in excess of

€100,000 in any one financial year without authorisation from a General Meeting. The Executive must get prior approval from the membership at a General Meeting before committing to a project with a total cost greater than €100k.

- 6.3 The authorisation of the Club membership at a General Meeting must be given for any withdrawal of funds from the GAA Development Fund.

Exception:

The Executive Committee may, if it sees fit, withdraw the funds held by the Club in the GAA Development Fund provided such funds are deposited with another Financial Institution which is authorised under its Banking licence to hold deposits. The funds deposited with such Financial Institution, plus any remaining balance in the GAA Development Fund, shall be equal to the full amount of the balance in the GAA Development Fund at the date of such transaction.

- 6.4 A Club bank account shall not be opened without having been approved at a meeting of the Club Executive and recorded in the minutes thereof.

7 Property

- 7.1 All property of Members, visitors, and others brought to, or kept at, or left at any premises of the Club shall be at the sole risk of the owners of such property. Neither the Club nor any of its officers or employees shall have any responsibility for any loss or damage thereto.
- 7.2 Damage to Club Property: Members shall be liable to reimburse the Club for any damage caused to Club property in any way whatsoever by them or their guests.

8 Membership of the Executive Committee and Sub-Committees

- 8.1 The term of office of Executive Committee Members shall be as follows:
- 8.1.1 The Honorary Officers i.e. Chairperson, Secretary and Treasurer not more than **four years** consecutive service in the same office.
- 8.1.2 The other Committee Members: the three members who have been longest in office shall retire if such members have at least **five years** consecutive service on the Committee. As between

members who have been the same length of time in office those members to retire shall be decided by lot (unless such members otherwise agree among themselves). Members retiring under this rule shall not be eligible to serve on the Executive Committee until the next Annual General Meeting, unless a position on the Executive Committee remains unfilled four weeks after the Annual General Meeting and the only member prepared to fill it is an otherwise ineligible retired member.

- 8.2 Eligibility to serve on the Executive Committee. The criteria for members to serve on the Executive Committee, at a minimum, shall be:
 - 8.2.1 A full member of the Club for four years, or
 - 8.2.2 A member of a sub-committee for at least two years.
- 8.3 Should the Chairperson wish to propose or second a motion he/she shall vacate the chair for the duration of the debate and vote. He/she will have no casting vote on the motion. The casting vote shall, in this instance, pass to the Vice-Chairperson.
- 8.4 The Executive Committee shall approve **all** payments, except those of a routine or reoccurring nature when post approval will suffice.
- 8.5 At the conclusion of the AGM the current Bank mandate should cease. The Executive Committee at it's first meeting, following the AGM, should authorise a new bank mandate.
- 8.6 It is the function of the Executive Committee to set up Sub-Committees. The Executive Committee shall specify the terms of reference of the task to be undertaken with a set time limit. On completion of the task, a written report shall be submitted to the Executive Committee. Should the work of the Sub-Committee not be completed within the term of the Executive Committee, then the tenure of the Sub-Committee shall cease. It shall be a matter for the incoming Executive Committee to set up another Sub-Committee (which may include some or all of the same members) to complete the task.

9. Role, tenure and election of the Club President

- 9.1 The role of Club President is an honorary one and, ideally, the President will not be involved in the ordinary day-to-day running of the Club.
- 9.2 A member nominated or selected for the position of President shall be a member with integrity, status, long service, real achievement, GAA ethos, cross-club support and be recognised as a suitable representative of the Club.

- 9.3 The President will be expected to attend the Club AGM and other Club functions and may be expected to make short speeches, e.g. acknowledging the work going on in the Club, leading the prayers for deceased members at AGM's, to meet and greet the heads of other local sports bodies as the occasion demands.
- 9.4 The President may be requested to represent the Club Chairperson and Executive Committee at functions.
- 9.5 On election, the President may serve for a maximum of three years, effective from the date of the Club AGM, without the need for re-election during that three-year period.
- 9.6 Any two full members may propose and second a candidate for the position of President, once every three years, unless a vacancy otherwise arises, and such nominations shall be received by the Club Secretary not less than 21 days prior to the date fixed for the relevant AGM.
- 9.7 The Executive Committee may refer the nominations to Coiste na gComhairleoirí for recommendation.
- 9.8 If there is no nomination for President by the due date, the Executive Committee may request Coiste na gComhairleoirí to make a recommendation to the Executive Committee for filling the position of President.
- 9.9 In the event that there is no Coiste na gComhairleoirí in existence, the Executive Committee will decide who will be nominated to fill the position.
- 9.10 The Executive Committee shall put forward one name only for election at the Club AGM.

10. Role, tenure and election of the Club Vice President

- 10.1** The role of the Club Vice President is an honorary one and, ideally, the Vice President will not be involved in the ordinary day-to-day running of the Club.
- 10.2** A member nominated or selected for the position of Vice President shall be a member with integrity, status, long service, real achievement, GAA ethos, cross-club support and be recognised as a suitable representative of the Club.

- 10.3** A Vice President may be requested by the Executive Committee or the President to carry out the functions of the President.
- 10.4** In the event of the position of President becoming vacant during the course of a year, the Executive Committee may request the longest serving or other Vice President to fill the vacancy until the next Club AGM.
- 10.5** On election, the Vice President may serve for a maximum of four years, effective from the date of the Club AGM, without the need for re-election during that four year period.
- 10.6** There shall be a maximum of three positions of Vice President.
- 10.7** Any two full members may propose and second a candidate for the position of Vice President, once every four years, unless a vacancy otherwise arises, and such nominations shall be received by the Club Secretary not less than 21 days prior to the date fixed for the AGM.
- 10.8** The Executive Committee may refer the nominations to Coiste na gComhairleoirí for recommendation.
- 10.9** If there is no nomination by the due date for a vacant Vice President position, the Executive Committee may request Coiste na gComhairleoirí to make a recommendation to the Executive Committee for filling the vacant Vice President position.
- 10.10** In the event that there is no Coiste na gComhairleoirí in existence, the Executive Committee will decide who will be nominated to fill the position.
- 10.11** The Executive Committee shall put forward one name only for each vacant position of Vice President for election at the Club AGM.
- 10.12** The above election procedures for the positions of Vice President will only come into effect when one or more of the current (2010) three Vice President positions is vacated voluntarily or through the death of the incumbent.

APPENDIX

Extracts from

**THE
SAFETY
STATEMENT**

of

**Ballyboden St. Endas
GAA, Camogie &
Ladies Football Club**

A COPY OF THE FULL SAFETY STATEMENT IS AVAILABLE

FROM THE CLUB SECRETARY OR GENERAL MANAGER.

1. INTRODUCTION

This Safety Statement is management's programme, in writing, for safeguarding safety and health in the workplace. It represents management's commitment to safety and health and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards.

The areas to be covered by the Safety Statement are set down in Section 12 of the Safety, Health & Welfare at Work Act 1989. This document sets out the Safety Policy of **Ballyboden St. Endas** and specifies the means to achieve that policy.

Our objective is to provide a safe and healthy work environment for all our employees and to meet our duties to contractors and members of the public who may be affected by our operations and activities, by identifying the hazards and reducing the risks accordingly.

The success of the policy will depend on **your** co-operation. It is therefore extremely important that you read the document carefully and understand your role and the overall arrangements for health and safety at **Ballyboden St. Endas**.

It is our intention to review this document regularly as circumstances and/or any changes in legislation dictate.

All employees, and club members/other persons, who may be affected by this Statement are requested to put forward suggestions and recommendations that may improve this Statement, thus enhancing health and safety at **Ballyboden St. Endas**.

2. CLUB POLICY AND DECLARATION OF INTENT

The "Safety, Health & Welfare at Work Act, 2005" requires employers to do what is reasonably practicable to ensure the safety, health and welfare at work of all employees. The Act also requires employees to take reasonable care for their own safety and the safety of others affected by their acts and omissions and to co-operate with their employer.

The **Safety Policy** at **Ballyboden St. Endas**, is that:

- the standards of safety, health and welfare will be maintained at the highest level;
- safety at work is fundamental to **Ballyboden St. Endas**;

- an integral part of effective management in our operations is an awareness that high standards of safety, health and welfare are required;
- employees will receive sufficient training in the safety, health and welfare aspects of their work to ensure that they are aware of potential hazards and the action required to overcome them;
- all employees will co-operate together and with management to prevent injury to themselves and to others.

3. ASSIGNMENT OF RESPONSIBILITIES

Employees at all levels throughout the club, and all contracted to work on the club's premises/places of work, have duties towards working safely, in a manner which does not endanger themselves or others, in compliance with this safety statement. Employees with specific responsibilities as detailed in this Safety Statement have a duty to ensure their responsibilities are properly delegated in their absence.

4. CLUB EXECUTIVE

The club executive is ultimately responsible for health and safety within the club. To discharge this responsibility they will:

- ensure that the club's obligations to safeguard the health and safety of employees, members and others are fulfilled;
- establish and maintain a clear health and safety policy which outlines how the management of health and safety is to be undertaken throughout the club;
- ensure safety, health and welfare are given proper attention at all management meetings/future plans etc.

5. DUTIES OF THE GENERAL MANAGER

The duties of the General Manager will include the following:

- ensure that all personnel are familiar with their responsibilities in regard to safety, health and welfare;
- ensure that personnel are familiar with the terms and provisions of the Safety Statement;
- ensure that adequate training is given to all personnel for their particular jobs;
- ensure that all plant and equipment is maintained in a serviceable condition.

6. DUTIES OF THE BAR MANAGER

The duties of the Bar Manager will include the following:

- read and understand the safety statement and ensure that it is brought to the attention of all staff under his control;
- ensure that safety is an integral part of the day to day activities of the bar/catering facilities as appropriate;
- ensure that all spillages and breakages are promptly and adequately dealt with;
- ensure that hygiene standards are observed and maintained to the highest standards at all times;
- ensure that staff are properly attired at all times;
- ensure that staff have received adequate safety and induction training;
- ensure that the toilets are regularly checked for cleanliness and develop a record sheet (timed and dated) for same.

7. DUTIES OF EMPLOYEES

The duties of employees will include the following:

- take care of their own safety and the safety of others, who may be affected by their acts or omissions;
- comply with standard safety practices and procedures for their work activities;
- co-operate with management to develop all aspects of safety within the workplace;
- promptly report all accidents, incidents, near misses, defects in plant or equipment or flaws in systems of work;
- have a working knowledge of the Safety Statement;
- actively maintain welfare facilities in a clean, tidy and hygienic condition;
- be fully aware of fire and emergency procedures and know their role in these.

8. SAFETY CONSULTATION

Management is committed to:

- co-operating with employees and taking account of representations on matters of safety made by the employees;
- consulting and liaising, as necessary, with the employees on any aspect of safety at work;
- promoting an open and frank attitude to the disclosure of information to employees on general and specific safety matters;
- employees can at any time raise health and safety concerns/issues with the management.

9. SAFETY INFORMATION

Safety information is made available to staff by:

- providing ready access to this Safety Statement;
- verbal instruction on safety matters;
- the provision of training;
- through the General Manager/Safety Officer.

10. SAFETY TRAINING

Training will be given in the following areas:

- fire and emergency procedures;
- manual handling;
- use of specialist equipment.

11. CONTRACTORS

Anyone coming on to our property for the purposes of carrying out specialised work (e.g. electrical contractors) or delivering stock/equipment will be regarded as a contractor to whom duties are owed with regard to health and safety.

Ballyboden St. Endas will, as far as is reasonably practicable, ensure that the contractor employed is competent to do the work in a safe manner. Once the contractor comes to **Ballyboden St. Endas**, any hazards identified in the Safety Statement will be pointed out to the contractor, especially if they are likely to affect the work activity.

12. FIRST AID AND WELFARE

Properly stocked First Aid boxes are located in the following locations throughout the building:

- members bar
- kitchen;
- main hall.

Welfare Facilities

Adequate toilet and wash facilities are provided and should be maintained in good, clean and hygienic condition by all who use them.

13. FIRE AND EMERGENCY PLAN

In common with all buildings, there is a constant danger of fire occurring. Everyone must guard against an outbreak of fire and ensure as far as is reasonably practicable the safety of persons in the building in the event of an outbreak of fire. Be aware of emergency and evacuation procedures. Escape route and exits must be kept clear.

Action in the event of a Fire:

- raise the alarm (contact the Fire Brigade if necessary).
- fire fighting will only be conducted if it is **SAFE** to do so and normally during initial stages of a fire.
- the first line of attack is to use portable fire extinguishers **APPROPRIATE** to the fire.

14. MANUAL HANDLING

“Manual Handling” of loads means any transporting or supporting of a load by one or more employees, and includes lifting, putting down, pushing, pulling, carrying or moving a load which by reason of its characteristics or ergonomic conditions, includes risks particularly of back injury to workers. It is Club policy that no person will be expected to lift a load that would be likely to cause them an injury.

15. SLIPS, TRIPS & FALLS

The best form of reduction of such accidents is to keep the workplace clean, tidy and free from obstructions. Good housekeeping should be implemented and maintained. All workplaces to be kept clean and tidy. Spills should be cleaned up immediately. Extra care to be taken on wet floors.

16. ELECTRICAL SAFETY

Misuse of electricity can result in fire and explosion, personal injury and even death. To minimise risk all electrical equipment should be treated with the considerable respect it deserves. Assume all electrical circuits are live until you are certain they are not so.

17. MAINTENANCE

Suppliers/manufactures maintenance instructions/recommendations for machinery equipment etc. should be rigidly adhered to. Specialists should be contracted for certain areas e.g. gas, air conditioning system etc.

18. CASH HANDLING/ARMED HOLD-UP PROCEDURES

The protection of staff handling cash has been given a high priority. Staff must not put themselves in danger.

19. VOILENCE

Ballyboden St. Endas is committed to providing a safe working environment for staff and a safe social environment for club members and visitors. Staff are encouraged to report threats and verbal abuse.

20. DISCRIMINATION & SERVICE

It is the policy of **Ballyboden St. Endas** to serve all people over the legal age limit and not to discriminate against any club member or visitor on the grounds of age, gender, sexual orientation, religion, politics, race, ethnic origin, family marital status or disability.

21. HARASSMENT IN THE WORKPLACE

Ballyboden St. Endas is committed to ensuring that everyone can work in an environment free from any form of harassment, including sexual harassment, and be treated with dignity and respect. Harassment of staff in any form will not be tolerated.

Harassment (including sexual harassment) is behaviour that is unwelcome to the recipient. It can take the form of unacceptable behaviour, which can create an unpleasant stressful relationship/working environment. It is defined by the impact of the behaviour.

22. STRESS

Workplace stress is of increasing concern for both management and workers. Workplace stress usually arises when the demands placed on a person exceed their capacity to meet them. **Ballyboden St. Endas** is committed to identifying stress in the workplace at an early stage.

23. ACCIDENT REPORTING AND INVESTIGATION

Legislation requires that all accidents at work must be notified to the Health and Safety Authority in certain circumstances. The details must include what occurred, how it occurred and the type of injury caused.

24. SAFE SYSTEMS OF WORK

It is the policy of **Ballyboden St. Endas** to ensure that all tasks are within the competence and capacity of the staff. The work will be designed with this purpose in mind. Clearly some work gives rise to hazards that can only be controlled by adherence to proper procedures. The training provided to all workers will identify the areas where care and skill must be exercised.

25. HYGIENE

Personnel must maintain a high degree of personal hygiene at all times. Employees suffering from or having had contact with anyone suffering from a contagious disease, should immediately inform management. All injuries (including those sustained outside the workplace) that may affect hygiene standards should be treated immediately and reported to the General Manager/Safety Officer. All working surfaces should be maintained undamaged and clean. Waste produce/rubbish to be placed in appropriate bins/bags and they in turn should be emptied at regular intervals. Good housekeeping is a must.

26. NOISE

To ensure a safe working environment and eliminate the possibility of exposing workers to noise induced hearing loss, noise levels must not be allowed to exceed 85 dBA. Music should not be allowed to be played at excessively loud levels.

27. GLASS HANDLING

Broken glass can pose a risk to staff, club members and refuse collectors. Broken glass, bottles etc must be promptly cleaned up.

28. TRAFFIC MANAGEMENT

In order to enhance the safety of staff, club members, visitors and others, particularly children, a one-way traffic flow system with adequate road markings and signage will be implemented. Safe access for emergency services to the pitch, clubhouse and dressing rooms will be ensured.

29. GROUND MAINTENANCE

Ground maintenance staff must ensure that:

- all items of plant and machinery are serviceable including any safety devices that are fitted;
- all chemicals etc. are used safely;
- they work in safe manner at all times;
- they never undertake minor repairs/adjustments on plant or machinery whilst it is running;
- if guards have to be removed from plant/machinery in order to carry out repairs/adjustments, then the plant or machinery must not be operated until such time as the guards are properly re-fitted;
- ladders must always be used to access goods/materials which are too high to reach up for comfortably;
- damaged ladders are taken out of use until properly repaired;
- all pesticides are stored in a secure location away from flammable substances;
- employees wear suitable ear defenders;
- only authorised and trained staff with an appropriate and current driving licence will drive tractors;
- all tools are maintained in a safe state of repair at all times.

30. SAFETY IN SPORT

Team Managers/Coaches/Mentors, Pre-Match/Training Inspection

- Inspect dressing rooms to ensure that there are no significant hazards present, e.g. electrical (faulty lighting), chemical (pesticides left in marked/unmarked containers), grass cutting machinery/equipment, other hazards including protruding nails, broken glass, hypodermic needles etc.
- Ensure dressing rooms can be properly secured; valuables should not be left therein.
- Inspect the playing area including the periphery ensuring that all hazards (e.g. glass, bottles, cans, bricks, stones and hypodermic needles are removed).

- Inspect the playing surface ensuring it is safe to play on and pay particular attention to uneven ground and holes, e.g. hoof imprints from live stock (horses).
- Liaise with others as appropriate, e.g. the referee, the opposing team's mentors etc.
- Ensure the goalposts are adequately secured in the ground, the crossbars are soundly fixed to the uprights, the stanchions are secured to the goals and that the nets are the correct size and are fitted in a safe manner.
- Ensure emergency services have access to the playing area.
- Always carry a fully stocked First Aid kit.
- Always select teams from registered fully paid up members of the club.
- In the case of **Youth Teams**, familiarise yourself with and adhere to the provisions of the GAA's Code of Best Practice for Youth Sport.

All Team Managers/Coaches/Mentors should endeavour to attend a First Aid course organised by the Club.