

Section 1: Volunteer Structures

Ballyboden St Enda's has clearly defined volunteer structures, central to which is the Club Executive, which is responsible for good governance within the Club. The Club Executive is further supported by a number of sub-committees, who are tasked with carrying out specific roles and responsibilities.

For the purposes of this handbook, the following section gives a brief overview of the **roles/composition, responsibilities/objectives** and **reporting** lines of the Club Executive, the Coaching & Games Committee, the Juvenile Girls Committee, the Juvenile Boys Committee.

SECTION 1.1: COMMITTEE ROLES/COMPOSITION

Club Executive

The Club Executive Committee is the controlling body in the Club responsible for **governance**. It is elected annually at the Club AGM. The Executive Committee has the sole right to appoint and delegate to sub-committees as required.

Ballyboden St Enda's Club Executive is composed of 20 members. Key officer roles within the Executive are elected annually at the Club AGM and include: Chairperson, Vice Chairperson, Secretary, Treasurer, PRO and Registrar.

Coaching & Games Committee

The main role of the Coaching and Games Committee is to **develop policy** and **promote best practice** in **coaching and games activities** within Ballyboden St Enda's, helping to ensure that activities reflect the Core Values of the Club and the principles of the Club's Player and Coach Development Pathways (see Sections 4 and 5).

Ballyboden St Enda's Coaching & Games Committee operates on the basis of work groups and volunteers are opted on to the Committee on a project-by-project bases. Permanent members of the Coaching & Games Committee include: Committee Chairperson; Chairs of both the Juvenile

Boys and Girls' Committees; Club Player Development Manager (CPDM); Club Games Promotion Officer (GPO). The Club Chairperson is an ex-officio member of the Committee.

Juvenile Boys & Juvenile Girls Committees

Due to the size of Ballyboden St Enda's two committees operate at Juvenile level (all age groups up to U16). The role of both Juvenile Committees is to **organise, deliver** and **monitor** the **schedule of coaching and games activities** within the Club.

The Juvenile Girls Committee and the Juvenile Boys Committee have their own Chairpersons, a secretary, and representation from all age groups from U9 to U16. Images 1.1 and 1.2 shows the membership of both juvenile committees.

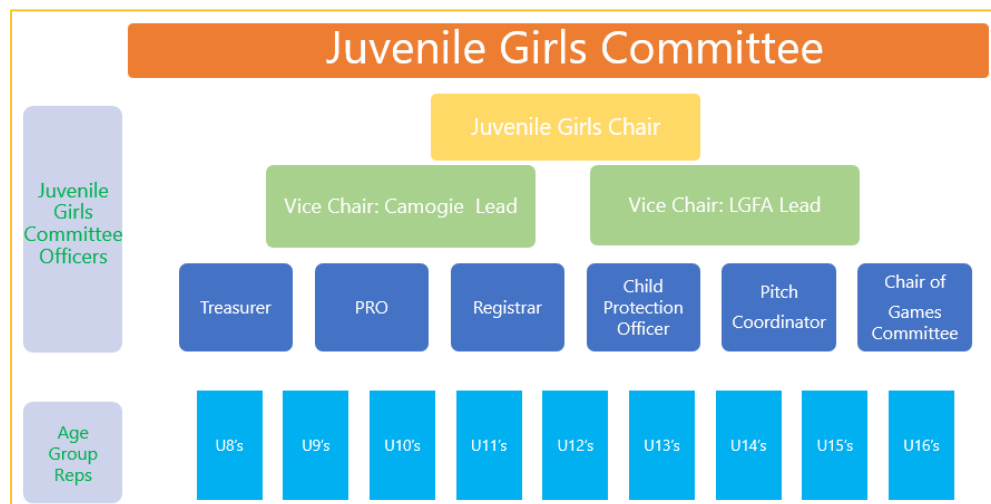


Image 1.1 – Juvenile Girls Committee Structure

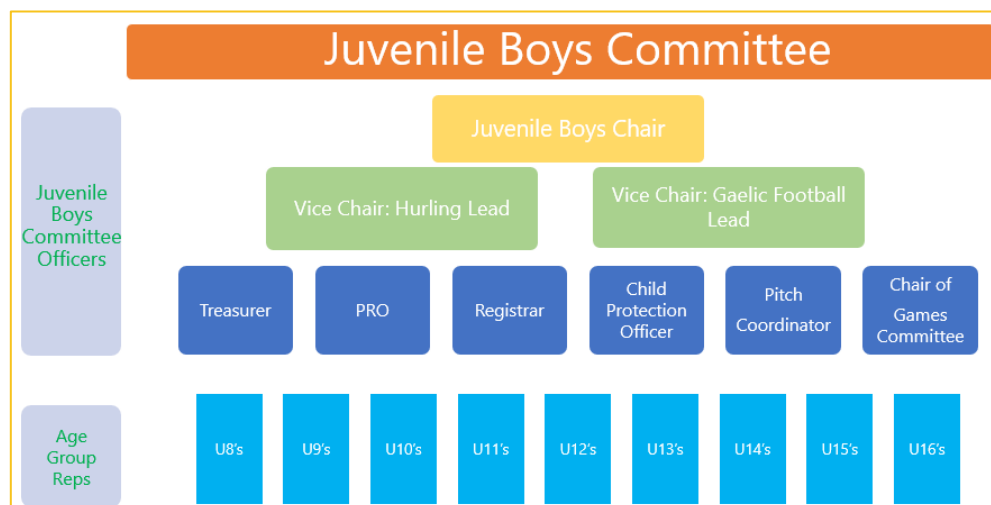


Image 1.2 – Juvenile Boys Committee Structure

SECTION 1.2: COMMITTEE RESPONSIBILITIES/OBJECTIVES

Shared Responsibilities/Objectives

The Club Executive, Coaching & Games and Juvenile Committees share a number of common objectives for coaching and games activities within the Club.

- Values – to ensure that all coaches, parents, volunteers and players are aware of and live the Club's Core Values.
- Participation – to maximise the number of playing opportunities available to Club players so that they play to stay with Ballyboden St Enda's.
- Coaching – to optimise the standard of coaching within Ballyboden St Enda's so that the experience is enjoyable and meaningful for both coaches and players.
- Volunteer Recruitment – to maintain and increase the number of volunteers within coaching and administrative roles across the Club, ensuring that they are provided with appropriate training and development opportunities.
- Communication – to work towards a high level of quality communication between Committees but also between coaches, parents and players.
- Finance and Fundraising – to successfully fundraise and strive toward financial excellence in order to support the continued development of Ballyboden St Enda's using innovative fundraising approaches, underpinned by best practice financial planning.
- Organisational Structures and Governance – to aim for excellent governance policies, procedures and practices thereby creating the best possible environment for the Club to deliver on strategy.

Specific Responsibilities/Objectives

Coaching & Games Committee	Juvenile Boys Committee	Juvenile Girls Committee
Supporting the CPDM and GPO in their roles and the delivery of specific initiatives/projects.	Aiming to have a minimum of 40 Hurling and 55 Football players progressing to Minor.	Aiming to have a minimum of 40 Camogie and 60 Football players progressing to U.16.
Organising periodic meetings of all coaches to review and evaluate progress within the Club.	Aiming to have a minimum of 4 female coaches per age-group up to U14.	Aiming to have a minimum of 4 female coaches per age-group up to U14.
Promoting coaching and games activities in the local community to support player and coach recruitment.	Ensuring all teams follow Ballyboden St Enda's games-based approach to training.	Ensuring all teams follow Ballyboden St Enda's games-based approach to training.
Forging close links with local schools ensuring the Club provides support through the provision of coaching and games to the pupils, where possible.	Ensuring all coaches have completed the mandatory Child Safeguarding Course and Garda Vetting.	Ensuring all coaches have completed the mandatory Child Safeguarding Course and Garda Vetting.
Promoting coach education and qualification of all coaches within the Club.	Ensuring all coaches have completed the Introduction to Coaching Gaelic Games course.	Ensuring all coaches have completed the Introduction to Coaching Gaelic Games course.
Providing appropriate coaching courses, workshops and seminars.	Ensuring that all coaches receive the Club's Juvenile Guidelines annually along with the Club Code of Behaviour.	Ensuring that all coaches receive the Club's Juvenile Guidelines annually along with the Club Code of Behaviour.
Monitoring coach qualifications.	Issuing regular communications to coaches re upcoming events/games/developments.	Issuing regular communications to coaches re upcoming events/games/developments.
Inputting into the recruitment, appointment and development of coaches.	Carrying out End of Year Review meetings with coaches at Youth level.	Carrying out End of Year Review meetings with coaches at Youth level.
Leading out on the development and implementation of a Club Coaching Plan that reflects the Player and Coach Development Pathways.	Ensuring that the section is financially viable and that a budget is detailed at the start of the year and accounted for throughout the year.	Ensuring that the section is financially viable and that a budget is detailed at the start of the year and accounted for throughout the year.
Leading out on the development and implementation of Club Policies for coaching and games activities.	Ensuring that all teams are aware of Club Policies as well as Club Guidelines re team trips, fun events, blitz competitions, social evenings, parents meetings, coach meetings etc.	Ensuring that all teams are aware of Club Policies as well as Club Guidelines re team trips, fun events, blitz competitions, social evenings, parents meetings, coach meetings etc.

SECTION 1.3: COMMITTEE REPORTING LINES

The following diagram outlines the reporting lines of the various Committees.

