

# Healthy Club Project Team – Terms of Reference

- Aim and Guiding Principles
- Healthy Club Responsibilities
- Healthy Club Team Structure
- Succession Planning
- Relationship with your County Health & Wellbeing Committee

**Aim:** to become a hub for health within our community

## Guiding Principles

**Community-** bringing to life Where We All Belong GAA Manifesto

**Respect** - respecting all team members & ensuring everyone's voice is heard

**Inclusive** – a diverse and inclusive team is recommended

**Balance-** It is important to establish boundaries at the outset and prioritise the team's goals

**Adaptable-** a proactive team is necessary but also one that is adaptable based on the club's needs and unforeseen situations.

**Wellbeing-** being mindful of your own and each other's wellbeing and energy levels

**Leadership-** building a legacy of health and wellbeing within the club

**Teamwork** – working in partnership with the Club Executive, County Health & Wellbeing Committee and external community partners with mutual goals

## Responsibilities of the Team

The overall responsibility of the Healthy Club Project Team is to promote and support health and wellbeing across all aspects of the club and community.

- Prepare to enter the Healthy Club project by working towards the Foundation Level steps and adopting the relevant policies (*this is for clubs who are not yet officially participating in the project*).
- Work towards completing and documenting the desired level of accreditation (Foundation level- Silver Award– Gold Award) with the support from your project team. *Please Note: only clubs participating in the official Healthy Club project can gain accreditation.*
- To appoint a Healthy Club Project Leader – Be the champion for the project within the club and the report to the Club Executive. The Healthy Club Officer may be the Healthy Club Project Team Leader, however this does not have to be the case and the role could be filled by an alternative person.
- To appoint Healthy Club Project Administrator(s) – who will manage the clubs online Healthy Club Portal as well as coordinate the other administrative needs of the Healthy Club Project Team.

- To inform the Club Executive of and engage them in the Healthy Club process – their involvement and support is essential to its success.
- The team should meet every six – eight weeks or as otherwise directed by the members.
- Each Healthy Club Project Team meeting should be minuted for reporting purposes.
- The team should be in place for a minimum of two years in order to embed the Healthy Club philosophy into the club (See note below on Succession Planning).
- If the club is participating in the official Healthy Club Project - Two members of the team should represent the club at County Health & Wellbeing Committee meetings, online Provincial Forums and the National Healthy Club Conference in Croke Park

## Team Structure

It is important to have a diverse team that will reflect the needs of the club and the wider community (see list below for an idea of who to target). When filling positions on the Healthy Club Project Team, always think: *“the right people, with the right skills, in the right role”*.

Each Healthy Club Project Team ideally should have:

- A minimum of 2 and a maximum of 8 members
- Representation from both the club and wider community (see suggestions below)
- A voice/ representative at the Club Executive meetings (a requirement for both Silver & Gold Healthy Club awards).

Suggestions: Healthy Club Officer, Member of the Club Executive, Children’s Officer, Coaching Officer, Youth Representative, Player, School Liaison Officer, Parent, Ex-Player, Community Development Officer, members of the club / community with an interest in Health & Wellbeing and/or professionals working in a relevant field.

Individuals can be invited onto the team to assist with short term specific projects/actions as necessary.

## Succession Planning

- It is important to review / refresh the Healthy Club project team every two years. Consider rotating roles and inviting new people onto the team.
- Arranging a handover period is recommended if a Healthy Club Officer is moving on and an alternative person is stepping into the role. This will allow time for the new officer to be briefed and updated about previous work.

## Relationship with your County Health & Wellbeing Committee (CHWC):

The main role of the CHWC is to support clubs in the county to:

- A) Prepare and enter the Healthy Club Project (recruitment opens every two years in Oct/ Nov)
- B) Achieving their desired level of accreditation (Foundation level- Silver Award– Gold Award) if officially involved in the Healthy Club Project

The Committee will host meetings in the county twice a year to facilitate this and allow for the sharing of information and club case studies. Tapping into the support network at county level will be really useful for a Healthy Club Team.

Communication between clubs and the County Health & Wellbeing Committees is a two- way process so be mindful of keeping them in the loop of what activities the club are planning.

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*The terms of reference for the Healthy Club Project Team are subject to change and may be updated periodically*