GAA ROLE PROFILES
COUNTY OFFICERS

GAA National Officer Development Committee
Updated - January 2016
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Position: County Chairperson

Role Description
The Chairperson is the principal officer on the County Committee with responsibility for planning, organising and managing the affairs of the GAA in the County. The Chairperson must be a leader with a vision on how to progress the Association. The Chairperson plays a key role in ensuring that County Committee meetings function effectively and efficiently, where decisions taken are acted on.

Reports/accountable to
County Committee/Provincial Council

Responsibilities
1: Chair County Committee and County Management Committee meetings
   - The Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to the rules of the Association and that matters are dealt with in an orderly and efficient manner.
   - S/he must:
     o Bring impartiality and objectivity to meetings and decision making
     o Facilitate change and address conflict within the board/officers
     o Facilitate those present to make their views, while maintaining control over the meeting
     o Ensure that meetings are progressive and that decisions are implemented

2: Ensure that the County’s GAA affairs are managed effectively
   - The Chairperson must co-ordinate the affairs of the County Committee to ensure that appropriate procedures are in place for the effective management of the affairs of the County.
   - S/he must:
     o Keep an overview of all GAA activity ensuring corrective action is taken where needed
     o Coordinate the committee to ensure responsibility for particular aspects of management are met
     o Oversee the implementation of the County Strategic Plan
     o Ensure that an annual Games Development Plan is in place for the County

3: Uphold the rules of the Association
   - The Chairperson must ensure that the rules of the Association are upheld at all times and must ensure that Association policy is implemented in the County.

4: Represent the County
   - The Chairperson will be called upon to represent the County and sometimes be its spokesperson at various functions, meetings etc... He should be aware of current issues that might affect the Association and should always seek help and advice from the County PRO and County Secretary, if required. The Chairperson will also be asked to attend meetings at National and Provincial level as required and should report back to the County Committee on all matters of interest.

5: Be a leader and have a vision for the future of the GAA in the County
   - The Chairperson must have a vision for how the GAA in the County will progress and should ensure that the County is operating to the County strategic plan. The Chairperson must be seen to ‘lead the County Committee team’. This also involves regularly reviewing the Committee’s performance and identifying and managing the process for renewal of the Committee through recruitment of new members.
Skills Required

- Excellent leadership, planning, organisational, interpersonal and communication skills
- Excellent facilitation and negotiation skills
- Ability to ensure decisions are taken and followed-up
- Impartiality, fairness and the ability to respect confidentially
- Ability to delegate key tasks to other officers

Knowledge

- Be familiar with An Treoráí Oifigiúil
- Have sound knowledge of the Association
- Have experience of Committee involvement/people management

Other Requirements

- Have time to do the job
- Have a genuine interest in the Association
- Be of good standing in the community
Role Description
The Secretary is the chief administrator in the county, responsible for the day-to-day management of the county board activities. The Secretary has a key role to play in ensuring that effective communication exists between all County Committee Officers and between the County Committee and the Clubs of the County. The Secretary must enhance the Association’s activities by working with existing officers of the Coiste Contae and subsidiary Boards, help form a collective vision for the county to meet the challenges faced by the Association.

Reports/accountable to
- An Cathaoirleach / County Committee

Responsibilities
1. **Effective administration of the County affairs**
   - Responsible for the day to day administration and coordination of the County Board activities
   - To maintain good communication lines with all clubs in the county
   - To manage all official correspondence to the Central and Provincial Councils in connection with County and Club matters
   - To ensure up-to-date records are kept of committee memberships

2. **Development and implementation of the County Fixture Plan**
   - Develop a master fixture plan for the county each year

3. **Keeping records**
   - Ensure that all the following records are maintained:
     - Matches
     - Venues
     - Dates and winners
     - Membership and player registration records
     - Record of all correspondence
     - Minutes of meetings
     - To ensure up-to-date records are kept of committee memberships

4. **Meetings**
   - The Secretary must ensure that all arrangements for meetings are met:
     - Responsible for the preparation of meeting agenda in consultation with the Chairperson
     - To circulate agendas and any supporting papers in good time
     - To minute meetings and circulate the draft minutes to all committee members with all other relevant documentation

Skills
- Excellent communication (verbal and written), and interpersonal skills
- Excellent influencing skills
- Excellent ability to manage people/resources and build and sustain good team relationships and manage conflict
- Strong leadership and decision making skills
- Excellent negotiation skills
- Excellent strategic skills and innovative thinking in order to develop/contribute to vision and implement strategy
- Effective presentation skills
- Very good time management and organisational skills in order to effectively manage self, others and plan, initiate, develop and implement projects
- Effective numerical and analytical skills

Knowledge
- Be familiar with An Treoráí Oifigiúil and all County by-laws
- Clear and detailed knowledge of GAA structures, rules, regulations and procedures at all levels of the Association
- Clear and detailed knowledge of the GAA’s coaching schemes and initiatives
- Clear and detailed knowledge and management of financial systems and accounts in order to manage day-to-day County Committee finances (in association with the Cistoir)
- Working knowledge of IT related packages and systems

Other specific requirements
- Own car with a full clean driving license
- Ability to work and attend evening and weekend meeting/activities in addition to normal day-to-day activities
Position: County Secretary (Full-time)

Role Description
The Full-time County Secretary shall be directly responsible for the day-to-day administration and management of the County Committee activities. S/he will enhance the Association’s activities by working with existing officers of the Coiste Contae and subsidiary Boards, to contribute and help form a collective vision for the County to meet the challenges faced by the Association and to help deliver same.

Reports/accountable to
- Cathaoirleach Coiste Contae and County Management Committee whilst working in close liaison with the Provincial Council.

Responsibilities
The County Secretary shall be responsible for:
1. Co-ordination, management and delivery of a Strategic County Plan (prepared in conjunction with County Committee Officers covering all aspects of the County’s GAA activities whilst also ensuring alignment with Association policy).
2. Development and presentation of an annual plan to the Coiste Contae, outlining the objectives and targets to be achieved across all areas of activity (both administrative and playing) for the following twelve months.
3. Delivery of enhanced communication streams with an effective management model involving all GAA units in the County.
4. Assistance to fellow officers and external specialists to deliver training and support for all other County officials as required especially those at Club level.
5. Day-to-day administration and coordination of the County Committee’s activities.
6. Preparation of an agenda plus a report for each meeting of the Coiste Contae outlining actions arising from the previous meeting including an update on progress or otherwise.
7. Overseeing the delivery of an effective games and coaching programme which enhances activity and involvement for all ages, by involving the Games Promotion Officers in the development and delivery of the various programmes in Clubs, schools and on to the County’s Development Squads, Schools of Excellence, Summer Camps and other activities as may be organised from time to time.
8. Updating and enhancing all aspects of the County’s and subsidiary board’s administration structures.
9. Development and delivery of an enhanced marketing strategy in the County aimed at promoting the games and maximising the commercial merchandising opportunities for the County.
10. Management (with the Cisteoir an Contae who has ultimate responsibility) of all financial services/operations ensuring that proper governance and accountability in all aspects of the County Committee’s (and all subsidiary Boards) financial dealings.
11. Development (with the Cisteoir an Contae who has ultimate responsibility), management and organisation of all fundraising activities on behalf of the Coiste Contae.
12. Maximising the use of information technology and systems to ensure the delivery of relevant and appropriate services in a timely and efficient manner.

13. Consideration of any requests by C.L.G. for training etc..., which, in the view of C.L.G., would be of benefit to both C.L.G and you.

14. Delegation of actions to other Officers/Committees, ensuring that clear guidelines are established by agreement with the Cathaoireach Coiste Contae) in order to avoid any confusion as to each person’s responsibilities.

15. Performing all the normal duties of Runai Coiste Contae including those set out in the GAA Official Guide, to perform any other duties as may be assigned from time to time by the County Committee Management Committee/ Provincial Council.

Skills
- Excellent communication (verbal and written), and interpersonal skills
- Excellent influencing skills
- Excellent ability to manage people/resources and build and sustain good team relationships and manage conflict
- Strong leadership and decision making skills
- Excellent negotiation skills
- Excellent strategic skills and innovative thinking in order to develop/contribute to vision and implement strategy
- Effective presentation skills
- Very good time management and organisational skills in order to effectively manage self, others and plan, initiate, develop and implement projects
- Effective numerical and analytical skills

Knowledge
- Clear and detailed knowledge of GAA structures, rules, regulations and procedures at all levels of the Association
- Clear and detailed knowledge of the GAA’s coaching schemes and initiatives
- Clear and detailed knowledge and management of financial systems and accounts in order to manage day-to-day County Committee finances (in association with the Cisteoir)
- Working knowledge of IT related packages and systems

Other specific requirements
- Own car with a full clean driving license
- Ability to work and attend evening and weekend meeting/activities in addition to normal day-to-day activities.
Position: County Treasurer

Role Description
The overall role of the Treasurer is to ensure that all financial matters within the County are managed correctly and efficiently. S/he must ensure that proper books of accounts along with proper controls and procedures are in place and adhered to. S/he should be chairperson on the County finance sub-committee and should have ultimate responsibility for financial matters of all other County sub-committees.

Reports/accountable to
- County Committee

Responsibilities
1: To ensure proper financial records and procedures are maintained
- To oversee and present accounts and financial statements to the County Committee on a quarterly basis
- To ensure that appropriate accounting procedures and controls are in place and adhered to in relation to all financial matters
- To ensure that the accounts are audited and meet the auditing standards required
- To ensure any recommendations of the auditors are implemented
- To liaise with other committee members about financial matters
- To ensure compliance with relevant legislation
- To advise on the fundraising strategy of the County Committee
- Use all accounting software approved by the National Finance Committee

2: Financial planning and reporting
- To prepare a detailed County financial budget at the beginning of each year, which should be agreed and accepted by the County Committee and all other sub-committees and forwarded to the National Finance Committee
- To advice the County Committee of the financial implications of strategic and operational plans.
- To provide accurate and up to date assessment of the County’s finances at County Committee meetings
- To make presentations of accounts at the County Convention
- To monitor and be responsible for the accounts of Supporters Clubs

3: Other
- To liaise with Club treasurers on their roles and responsibilities in the Club
- To arrange for training of Club Treasurers
- To review the financial statements of all Clubs affiliated to the County Committee
- Attend meetings as required of the National Finance Committee

Skills required
- Experience of financial control and budgeting
- Experience of fundraising
- Good communication and interpersonal skills
- Good organisational skills with an eye for detail
- Ability to work well with the Chairperson and the Committee
- Ability to ensure decisions are taken and followed up
- Ability to delegate key tasks to other officers where required
- Good IT knowledge and understanding of accounting software
Knowledge

- Have a good background in finance (ideally a financial qualification)
- Have experience of Committee involvement/people management
- Have sound knowledge of the Association

Other requirements

- Have time to do the job
- Have a genuine interest in the Association
- Be of good standing in the community
Position: Public Relations Officer

Role Description
The role of the County PRO is to promote the GAA in the County and to present a positive image of the Association and our games. S/he should establish good relations with all local media and should provide regular updates on fixtures, results and information on all other GAA activity in the County. The PRO should also communicate with Clubs on communication issues.

Reports/accountable to
- County Committee

Responsibilities
1: Promote the GAA
- Use every opportunity to promote the GAA in the County with the local media including County and Club games and all other GAA activity
- Provide the media with timely and regular updates of Club and County fixtures and results
- Ensure the County is well presented

2: Relationships with the media
- Establish a positive working relationship with the local media
- Respond to media queries in an efficient and timely manner
- Present Association policy in a positive manner

3: Match Programmes and advertising
- Coordinate the production of match programmes for Club and inter-County games
- Liaise with all key groups (team managers, sponsors, advertisers etc...)

4: County Website
- Update the County GAA website on a regular basis with fixtures, results and information regarding all GAA activity in the County
- Liaise with County IT officer on communications technology requirements

5: Club Responsibilities
- Provide training and advice to Club PROs regarding their roles and responsibilities
- Establish communication links with all Club PROs in the County

6: Other Communications
- Promote monthly theme in the communications calendar throughout the County
- Liaise with IT Officer on promoting communications excellence through technology
- Promote communication principles as in communications plan
- Attend meetings at national and provincial level as required

Skills required
- Excellent oral and written communication skills
- Good organisational skills
- Ability to work well in a team
- Ability to recognise good news stories for the GAA
Knowledge
- Have a very good working knowledge of IT
- Have sound knowledge of the Association policies and procedures

Other requirements
- Have time to do the job
- Have a genuine interest in the Association
- Be of good standing in the community
**Position: County Development Officer**

**Role Description**
The role of the County Development Officer is to provide advice to the Clubs of the County on best practice in number of key areas including physical development, Club property, Club planning and administration. The Development Officer should also organise Club officer training programmes and other GAA Club development programmes for the Clubs of the County. S/he should play a key role in co-ordinating the development of the County Strategic Plan and monitoring its implementation in conjunction with the County Chairperson and the County Executive Committee.

**Reports/accountable to**
- County Committee

**Responsibilities**

1: **County Planning, Physical Development & Safety Committee**
- Act as Chairperson of the County Planning, Physical Development & Safety Committee
- Include personnel on this committee based on their expertise in the key areas of: planning, officer training, club development, facilities, health & safety.

2: **GAA Training and Development Programmes**
- To arrange for the delivery of the GAA Club Planning Programme, the Club Leadership Development Programme and any other development programmes offered by Central Council to Clubs.

3: **Advice to Clubs**
- Provide direction and advice to Clubs on best practice in all areas of administration and management. S/he should be familiar with the Club resources on the GAA website and should provide this information to the Clubs where required.
- Put in place structures and personnel to advise Clubs on physical development and pitch maintenance where required.

4: **Development of the County Strategic Plan**
- Project manage the development of the County Strategic Plan with the Provincial Council. S/he should also play a key role in monitoring the implementation of the plan along with other County Committee officers.

5: **Club Property**
- Ensure that Club and County property is properly controlled and vested. The County should ensure that a registrar of all Club Trustees is in place and should ensure that copies of all vesting documents for the Clubs of the County are sent to Central Council.

**Skills required**
- Communication skills
- Delegation and organisational skills
- IT skills and be capable of undertaking research on websites etc…
- Be discreet and confidential

**Knowledge**
- Knowledge of GAA club planning, officer training programmes etc.....
- Knowledge of GAA policy on vesting and control of property
• Knowledge of GAA resources available to Clubs
• Knowledge of GAA policies and procedures

Other requirements
• Have time to do the job
• Have a genuine interest in the Association
• Be of good standing in the community
Position: County Coaching Officer

Role Description
The overall role of the County Coaching Officer is to ensure that Coaching & Games Development Activities are implemented in line with Association Policy. S/he should be Chairperson of the County Coaching & Games Development Committee.

Reports/accountable to
- An Cathaoirleach/County Board

Responsibilities
- To chair the County Coaching & Games Development Committee.
- To ensure that Coaching & Games Development Activities are implemented in line with Association Policy.
- To oversee the production of an Annual Games Development Plan for the County, which will outline in detail the priorities for Games Development in the County, including the development and provision of:
  - **Games Opportunities**: A regular programme of appropriate games at Child/Primary, Youth/Secondary and Adult/Third Level.
  - **Skill Development Initiatives**: Coaching/Skill Development Initiatives appropriate to the age and ability of Child, Youth and Adult Players
  - **Education Programmes**: A programme of courses and workshops to up-skill Coaches, Administrators and Referees to fulfil their roles in a Games Development context.
  - **Support Initiatives**: Initiatives to support the development of a sustainable sports system by managing the recruitment and training of key personnel within Clubs, Schools and Counties to effectively develop Gaelic Games in the community.
- To oversee the management of the County Games Development Budget.
- To report to the County Convention on the implementation of Games Development Activities in the County. The report should include Committee evaluation of activities focusing on the quality of activities. This will complement the quantitative reports from the Games Development Personnel.
- To propose, advise and evaluate strategic direction in order to increase participation and optimise playing standards, including proposal of relevant motions.
- To liaise with Clubs and Units to support the development of effective Coaching & Games Development structures.

Skills required
- Good communication and interpersonal skills
- Good organisational skills
- Ability to ensure decisions are taken and followed up
- Ability to delegate key tasks to other officers where required

Knowledge
- Have experience of best practice in Coaching & Games Development
- Have experience of Committee involvement/people management
- Have sound knowledge of the Association’s rules and procedures

Other requirements
- Have time to do the job
- Have a genuine interest in the Association
- Be of good standing in the community
Position: County Children’s Officer

Role Description
The key role of the County Children’s Officer is to oversee the implementation and promote awareness of the GAA Code of Best Practice in Youth Sport and our joint Code of Behaviour with the co-operation of Clubs within the County with Club Children’s Officers.

Reports/accountable to
- County Committee

Responsibilities
- Ensure that each Club has appointed a Club Children’s Officer and that these Children’s Officers are aware of their roles and responsibilities.
- Regularly liaise with all Club Children’s Officers; respond to their queries; support and assist them to develop and implement an annual work plan.
- Promote and co-ordinate Child Protection in Sport Awareness Workshops for all Clubs in the County.
- Ensure, in collaboration with Coiste na nÓg that all County underage games and competitions are compliant with the relevant Gaelic Games Codes, with the Go Games Initiative and with the GAA Respect Campaign.
- As required, liaise and advise the County Coaching and Games Development personnel on strengthening a child centered ethos in their programmes and activities.
- Assist, where required, the County Vetting Co-ordinator in the processing of vetting applications on behalf of the Association to the relevant authorities.
- Advise on good practice in the recruitment and selection of persons working with young people.
- Promote greater consultation with under age players and participation by them in Club and County activities.
- Deal with breaches of the Code of Best Practice in Youth Sport and Code of Behaviour as per relevant guidelines.
- Monitor and report to the County Committee and relevant Committees on any significant trends or developments relating to the participation of young people in Gaelic Games.
- Review and report to the County Committee on the extent and nature of implementation of the relevant Association Codes within the County and by Clubs.
- Maintain regular communication and liaison with the National Children’s Officer and provide reports as required.
- Provide a report to the Annual County Committee Convention.
- Assist the County Coiste na nÓg in the development of underage games and activities and liaise with other groups on their behalf as appropriate.

Skills Required
- Have good communication skills, be approachable and open minded
- Be discreet and confidential

Knowledge
- Be familiar with the GAA Code of Best Practice in Youth Sport and Code of Behaviour
- Attend the relevant basic awareness training on child welfare and protection and Children’s Officer training
- Be familiar with relevant child welfare/protection legislation
- Have the confidence of all Clubs and in the particular of Club Children’s Officers within the County
- Have a commitment to attend other relevant training as required
Other requirements

- Undertake a Garda Vetting/Access NI/CRB check relevant to their jurisdiction
- Have time to do the job.
- Have a genuine interest in the Association
- Be of good standing in the community

Important

County Children’s Officers do not have the responsibility to investigate or validate child protection allegations or concerns at County level. The liaison person appointed to deal with such concerns is the County Designated Person as per the GAA Guidelines for Dealing with Allegations of Abuse (Fourth Edition).

*Young People. The term 'young people' is used throughout this document denotes any person under the age of 18 years.
Position: Oifigeach Cultúr agus Teanga

Role Description
The role of the County Irish Language and Cultural Officer is to provide advice to the County/Clubs officers in supporting the National Language and Culture.

Reports/accountable to
- Coiste Contae

Responsibilities
- Act as Cathaoirleach of the Coiste Cultúr agus Teanga Contae (County Culture and Language sub-committee) and to be a member of the County Executive
- Provide a service/input for County Publications/Programmes and Medals and Trophies
- Liaise with other language and cultural groups within the County
- Liaise with Clubs regarding Cúrsaí Gaeilge
- Act as County Scór co-ordinator in liaison with Scór Secretary
- Encourage the use of bi-lingual materials(signs etc...) within the County and in Clubs.
- Administer County Gaeltacht Scholarships Schemes

Skills Required
- Have good written and spoken knowledge of the Irish Language (Gaeilge)
- Have good communication skills
- Ability to Delegate tasks
- Have good organisational skills
- Be IT literate

Knowledge
- Eolas mhaith ar an teanga duchais agus ar chultúr raidisiúnta na tire

Other requirements
- Have time to do the job
- Have a genuine interest in the Association
- Have a genuine interest in the Irish language and culture
- Be of good standing in the community
Other Roles
Vice-Chairperson
Assistant Secretary (If desired)
Assistant Treasurer (If desired)
Position: County A.S.A.P Officer

Role Description
The overall role of the ASAP County Officer is to co-ordinate the implementation of the GAA Alcohol and Substance Abuse Programme. S/he shall encourage Clubs to appoint Club A.S.A.P. Officers and support them in the development of Club Drug & Alcohol Policies. S/he should be chairperson on the A.S.A.P. County Committee sub-committee and should be aware of the services provided by the local professional drug and alcohol agencies.

Reports/accountable to
- County Committee

Responsibilities

1: Promotion of the A.S.A.P. Programme
   - To make presentations at the County Committee Meetings and at County Convention
   - To promote the ethos of the A.S.A.P. in the County

2: To ensure the A.S.A.P. Programme is implemented in the County
   - To help induct ASAP Club Officers in to the Programme
   - To co-ordinate the activities of the A.S.A.P. Club Officers within his/her County and encourage Clubs to use the ASAP Programme resources
   - To support Clubs in their development of Club Drug and Alcohol Policies
   - To lead the A.S.A.P. Programme County Committee sub-committee in devising a County Drug & Alcohol Policy
   - To advise the County Committee on relevant matters

3: Other
   - To liaise with Club A.S.A.P Officers on their roles and responsibilities in the Club
   - Meet with the National Coordinator as required
   - To ensure any agreements with the National Coordinator/Provincial Officer are implemented

Skills Required
- Good communication and interpersonal skills
- Good organisational skills
- Ability to deal discretely with sensitive issues
- Ability to work well with the Chairperson and the Committee
- Ability to ensure decisions are taken and followed up
- Ability to delegate key tasks to other officers where required

Knowledge
- Have an interest in the alcohol and drugs abuse issue
- Have experience of Committee involvement/people management
- Have sound knowledge of the Association

Other Requirements
- Have time to do the job
- Have a genuine interest in the Association
- Be of good standing in the community
Position: County Information and Technology Officer

Role Description
The overall role of the County IT Officer is to co-ordinate the implementation of the GAA IT strategy in the County, ensuring that all official GAA IT solutions are in use by all Clubs and County Committees as required.

Reports/accountable to
County Committee

Responsibilities
1: Committee responsibilities
- Act as Chairperson of the County IT Committee
- Encourage the rollout and development of official GAA IT solutions
- Ensure that those appointed to this committee have the required IT knowledge
- Ensure that appropriate policies, procedures and standards are adhered to and applied at County and Club levels
- Implement IT audits within the County and Clubs on matters relating to IT hardware and software.
- Liaise with provincial and national IT officer to implement required solutions and processes
- Attend meetings at national and provincial level as required

2: GAA IT Solutions
- Co-ordinate the rollout of the GAA IT solutions, ensuring that adequate training is provided for Club and County officers. These IT solutions include, but are not limited to:
  - GAA email solution
  - Online registration system
  - Official Fixtures and Results system
  - Club/County CMS solution (official GAA website solution)

3: Club Responsibilities
- Ensure that training and advice is provided to Clubs regarding the rollout of solutions and best practice
- Ensure that Clubs have the relevant IT material i.e. training manuals, logins, passwords etc…
- Liaise with provincial and national IT committees regarding Club IT needs and requirements

Skills required
- Good communication and interpersonal skills
- Good organisational skills
- Ability to work well with the Chairperson and the Committee
- Ability to ensure decisions are taken and followed up
- Ability to delegate key tasks to other officers where required

Knowledge
- Have a very good working knowledge of IT
- Have good working knowledge of all GAA IT solutions
- Have sound knowledge of the Association

Other requirements
- Have time to do the job
- Have a genuine interest in the Association
Be of good standing in the community

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**Position: County Designated Person**

**Role Description**

The County Designated Person shall act on behalf of their County Committee in relation to all concerns, allegations or knowledge of abuse or alleged abuse. It is the role of the County Designated Person, having consulted with their Club counterpart and other appropriate, and having established reasonable grounds for concern, who will duly report such concerns to the relevant statutory agency and to the GAA National Designated Person.

The County Designated Person shall facilitate and support Club Designated Persons in whatever was possible when dealing with allegations or suspicions of abuse. All such matters shall be determined following an appraisal of any allegation received and where reasonable grounds for concern exist, following such appraisals, such matters shall be reported without delay to the relevant statutory authorities and to the GAA National Designated Person as appropriate.

**Reports/accountable to**

- County Committee

**Responsibilities**

- Act on behalf of their County Committee in relation to all concerns, allegations or knowledge of abuse or alleged abuse.
- Ensure that all Clubs have appointed a Designated Person and that they are fully aware of their responsibilities and of the contents of the GAA Code of Best Practice for Youth Sport and the GAA Guidelines for Dealing with Allegations of Abuse and other relevant guidance as provided by their statutory authorities.
- Liaise with Club Designated Persons on all matters relating to child welfare and protection in their Club.
- Act as the formal liaison person between the County Committee and statutory authorities on all matters related to allegations of child abuse and shall similarly liaise with the GAA National Designated Person on all such matters.
- Formally report allegations of abuse to the statutory authorities, on behalf of Clubs in their County, having established that reasonable grounds for concern exist.
- Make any such reports or referrals in line with GAA agreed procedures.
- Have knowledge of statutory guidelines and relevant legislation as they relate to child protection and welfare of young people in their jurisdiction.
- Have knowledge of definitions, categorisation and indicators of abuse.
- Undertake, in accordance with the jurisdiction in which they operate, relevant Child Protection in Sport Awareness training (ISC/SportNI) or Safeguarding and Protecting Children (Sportscoach UK) training, as promoted by the GAA and any other training deemed relevant to their role.
- Communicate with parents and external agencies as appropriate.
- Assist with and identify the need for relevant Child Protection training within the County through their liaison with Club Designated Persons and Children’s Officers at Club and County level.
- Be aware of local contacts and support services that may assist in developing and delivering their role.
- Advise, as appropriate, Club and County administrators on issues of confidentiality, record keeping and data protection.
- Ensure that all individual case records are maintained, that all actions taken are recorded and that such records are kept in a secure and confidential place.
Skills Required
- Communication skills
- Be discreet and confidential

Knowledge
- Knowledgeable as to Legislation and Guidelines on the Reporting of Allegations of Abuse procedures pertinent to the jurisdiction in which they operate and must be fully aware as to the GAA policy and procedures on all such matters including the GAA Guidelines for Dealing with Allegations of Abuse.

Other Requirements
- Undertake a Garda Vetting/Access NI/CRB check relevant to their jurisdiction
- Have time to do the job
- Have a genuine interest in the Association
- Be of good standing in the community

Should a GAA Designated Person, or other member of the Association, be made aware of a complaint or allegation of abuse against a person who is not in membership or in the employment of any unit of the Association, this matter should be referred by the Designated Person or member of the Association to the relevant statutory authority in the jurisdiction in which they reside and to the GAA National Designated Person.