Gaelic Football & Hurling Association of Australasia

MINOR FOOTBALL WORKSHOP/SEMINAR
AGENDA

Registration

Address - Australasian Representative

Role of Minor Board

Workshops

Feedback

Review
MINOR BOARD WORKSHOP
SEMINAR

AGENDA

Registration
Recap
Role of Officers
Workshops - own groups
Coaching our young players
Workshops - state groups
Feedback and Open Forum
Address - State President
What is the G.F. & H.A.?

It is an Australasian National Sporting and Cultural Organisation

Firmly rooted in our local communities.

Working for the benefit of our communities through the promotion of our games and culture.
MINOR BOARD WORKSHOP

G.F. & H.A. Strengths

- GAMES
- CULTURE
- SCHOOL PARTICIPATION
- COMMUNITY BASE
- VOLUNTARY ETHOS
- DEDICATED OFFICIALS
- FACILITIES
- HISTORICAL
- IRISHNESS
- SPORT CREATES A LIFTING OF THE HUMAN SPIRIT
INTERNAL CHALLENGES

- Lack of Volunteers
- Our own Complacency
- Poor Communication
- Fixtures/Regular Games
- To provide
  - Quality Coaching
  - Quality Administrators
  - Quality PR
- Develop Good Urban Structures
- Youth Interest
- Use of I.T.
External Challenges

- No International Dimension
- TV Saturation of other sports
- Lifestyle Changes
- Parents and Young Players
- Greater variety of sports in our schools
- Due recognition for sport not included in a school curriculum
- Other
Where do Minor Boards Fit in?

- The Minor Board is at the coal face of G.F. & H.A. activity locally.
- It provides the local shop window for our Association to our young players and their parents.
- It creates the first impressions of our games and our association.

First Impressions Last.
What is the role of the Minor Board?

**IS IT TO?**

- Organise under age Fixture Program?
- To take responsibility for under age representative teams?
- The primary function of the Minor Board is to Promote, Develop and Support our Games at under age level
- The responsibility of all of us within the G.F. & H.A. is to work together to:
  - Promote, Develop and Support our games at all Levels
The role of the Minor Board can be subdivided into the following sub-headings:

- **A**: Fixtures
- **B**: Games Promotion
- **C**: Standard of our Games (Skill Levels)
- **D**: Sportsmanship and discipline (Code of Conduct)
- **E**: Adult - Youth Relationships
- **F**: Representative teams
- **G**: Initiatives to enhance our games locally
All of these functions are currently being carried out generally by State Committees

THE CHALLENGE

TO BE MORE SUCCESSFUL AT WHAT WE DO
Fixtures

- Plenty of Games
- Set Fixtures - Master Fixture List
- Proper Notification
- Cancellations?
- Time of Year for competitions

Good communication is the key to a well run Minor Board and a good fixture program
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Games Promotion

- Publicity = Local Press/Radio
- Team photos/captioned (help clubs).
- Not Just winners
- League Tables/Regular - Match
- Dress Code (inform and enforce).
- Pitch in Order
Skill Levels

- Games are based on Teamwork and Skill
- Grading
- Player Awards
- Skill Level
  - Work with team mates – Discipline
  - Dress Code & Punctuality.
- Look after the average and weak player
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Sportsmanship & Discipline

- Strict but Fair.
- Fairness & Equality
- Mentors - Behaviour and attitude

Why not invite team selectors to a meeting at the beginning of the year?

- Rewards – For teams and individuals who behave should be considered especially where skill awards exist
The official shows: Respect:
- Young Players
- Referees
- Other G.F & H.A. Officials

Weak players should be encouraged not bullied

The young player shows respect for:
- Fellow players
- Coach
- Opposition
- Match officials
Child protection/mentor safeguards

- Coaching in a safe environment means safe for the coach as well as the young player
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Representative Teams

■ Selection of Mentors

Strike a balance between the involvement of a player at state level and the need to develop the average and weak player.

■ Run Special Competitions or Special Initiatives.
  – Catch and kick football are some of the competition initiatives implemented.
  – Representative teams
  – Selection of Mentors
Initiatives to enhance our games locally

- Assist in the development of Coaching Initiatives,
- Club/School link
- Monitor standards and skill levels
- Run special competition or special initiatives
- Other?????
Desirable qualities for a member of the Minor Board include:

- **Dedication:** The G.F & H.A. must come high on her/his priorities.

- **Knowledge:** He/she must have a good working knowledge of the Association, the ethos, and the rules and procedures of the Association.

- **Leadership:** He/she should display leadership qualities through motivation and delegation.

- **Integrity:** He/she should have a dignified and restrained attitude and be of good standing in the community.
The President should be a Leader and a Manager.

The President should be someone who -
A. has time to do the job
B. has a genuine interest in the Association
C. has the necessary background knowledge
D. has a good standing in the community.

The contribution of the Chairperson to the effective working of the Committee and consequently the State Committee can never be underestimated.
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The Chairperson

DUTIES

General:

- Knowledge of the Official Guide
- Meetings
  - preparation for
  - conduct of
  - follow-up action
    (in close liaison with the Secretary)
- Public Image of the Association
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The Chairperson

DUTIES

Prime Responsibility for:

- Planning
- Organising
- Delegating
- Controlling
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The Secretary

MAIN DUTIES

Centre around
- Meetings
- Records
- Correspondence

Meetings
Work before, during and arising out of meetings.
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The Secretary

CORRESPONDENCE

Outgoing (copy)
Incoming (originals)
Form filling/signing
Match Notices
Documentation from
  – State Committee
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The Secretary

CORRESPONDENCE

Meetings:
Minutes (approved, signed, bound)

Property:
Insurance policies /documentation
Inventory:
- Personal Property
  (assets, equipment etc.)

Games:
Fixture Lists
Games Results
Analysis - by team, code

Other:
Membership, By-laws
We are talking about ..... 

- Vision
- Leadership
- Management
- Teamwork
- Organising
- Planning
LEADERSHIP:

‘the ability to help a group of people with common interest or cause to work successfully towards a goal’

‘the knack of getting other people to follow you and do willingly the things that need to be done for the common good’
LEADERSHIP INVOLVES ……

- Knowledge of the individuals whose co-operation you want.

- Knowledge of the objective – a clear picture of what you want the person or group to achieve

- Communication skill – the ability and willingness to explain, listen and discuss
Leadership deals with persuading, inspiring, motivating others and spearheading useful change. A leader creates a sensible vision for others, and directs towards achieving that vision.

To be an effective leader, the people you are attempting to lead must have confidence in you and give you their support and commitment.
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Planning and Implementing

ASSESS:
■ Where are we now?  
  - (strengths and weaknesses)
■ Where do we want to go?  
  - (goals, aims, objectives)
■ How do we get there?

PLAN YOUR WORK
AND
WORK YOUR PLAN
What is Management?

“Management is the efficient and effective use of resources to achieve results with and through the efforts of other people”
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Teamwork in the Minor Board

SUB-COMMITTEES - General Notes:

- Always appointed by the State Executive
- Chairperson of the Minor Board should, if possible, be a member of the State Executive
- State Executive must give clear Terms of Reference
- Minor Board life span – from AGM to AGM
- Reports to every Executive Meeting
- Has no authority to spend money without permission of Executive
- Main Officers of Executive are Ex-Officio, if possible, members of Sub-Committees.
Characteristics of an effective team include:

- Clear and achievable goals (Terms of Reference)
- Support and trust
- Regular and honest review
- Sound procedures
- Appropriate leadership
- Individual development
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Code of Conduct

“a basic set of principles establishing acceptable standards of behaviour for Officials/Officers/Players”.

The State Executive should agree a code of conduct.

Dealing with such issues as sportsmanship, adherence to rules, behaviour / tactics of team mentors, respect, dress code for players, punctuality and discipline.
To give structure to your activities.

Gives you, the officers, the guidelines and directions in which to operate in a fair and transparent manner.
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Code of Conduct

ISSUES

- Respect
- Discipline on and off field
- Fair play
- Dress code
- By-laws – time keeping
- Mentors ground rules/protection
- Reporting of issues
- Procedure to deal with issues
- Penalties
- Other??????

Code of conduct should be player friendly in as far as possible
Effective Meetings

Be sure that the purpose of each meeting and each item on the agenda, is clearly understood by the members:

It may be:-

- To share ideas and information only
- To brief members before action
- To generate new ideas
- To make a decision
- To make a recommendation
Establish Ground Rules

State the ground rules at the beginning of the meeting.

Here are a few examples:

- Meetings will start and end on time.
- Everyone will participate.
- Comments will be non-judgmental.
- No-one will interrupt anyone else.
- Assigned tasks will be done on time.
- Questions will be asked to clarify.
Guidelines for Chairing a Committee

- Keep to the Agenda
- Keep control
- Involve everyone
- Reports, Discussions – All through the Chair
- Agree follow-up action at stage:– What, Who, and by When.
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Public Relations Officer

- Need for good image
- Benefits
- Responsibility of P.R.O.
Public Relations Officer

- Positive Attitude
- Clear Message
- Teamwork
- Pride in the Association
WHAT

- Public / Media Information
- State / Clubs – difference

WHY

Needed more than ever Competition
  - other sports
  - other organisations

Same Media Space
Survival of the Best
What must the P.R.O. BE?

- Most important - Chairperson / Secretary too busy
- Must be able/reliable
- Not multi-P.R.O.
- Not his/her own agenda
- Not a knocker
- Minor Board comes first!!
- Have time to do the job
To communicate the G.F. & H.A. message both within the Association and to the general public.

A Good P.R.O. will:

- Work as part of a team along with the other Club Officers and the various committees.
- Plan a campaign of work for the entire year.
- Establish good working relationships with Local Press and Radio.
- Check with other officers (particularly the Chairperson) if something controversial arises.
- Be able to speak “on the record” and “off the record” with local correspondents.
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Public Relations Officer

- To be well informed
- To inform

A well informed P.R.O. needs:
- Good communication with Secretary
- Good links with other Committees
- Well defined job
- Copy of all fixtures
- To attend all Management Meetings
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Public Relations Officer

- Need for continuous records
- Good quality scrap book (Press Cuttings)
- Copies
- Photographs (Captioned)
- Use Full Names
- Mention Substitutes

Act Now.
Public Relations Officer

- Know the Media
- Pro-Active v’s Re-Active
- Regular (Make News)
- Positive
- Presentable
- Punctual
- Know your Contacts
- Plan Ahead
- Expect Editing/Corrections
- Important News First
- Know the best weeks for news
- One side of paper
- Margins on page – re. fax/editing
- Type/Handwritten
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Public Relations Officer

Papers:
- More than enough material
- Only BEST will be used
- Clear, Simple Message
- Simple Words/Spelling

Photo / Sponsors:
- Free Ad - not in papers interest
- Don’t expect space

BUT – TRY, TRY AGAIN.
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Public Relations Officer

Rules – 5 W’s

WHO
WHAT
WHERE
WHEN (How)
WHY
Ongoing Weekly Reporting
Use all outlets to inform
Good relationships needed
Proper keeping of records
‘Never tell them today what we can get away with telling them next week’.
'Communication is the transmission of information to another person and (ideally) having it understood in the exact way in which it was meant'
**Assertive** – Communicating in an open and positive way

*The best way to communicate is to be assertive*

**Methods of Communication**
- Verbal
- Written
- Non-verbal
Our Association is dependent on teamwork.

Effective teamwork is dependent on Assertive communication.
  – Within Clubs
  – Club to State Committee
  – State to Clubs
G.F. & H.A. is committed to the use of IT as a means of communication

Why:
- More cost effective
- More efficient
- Much faster
- More reliable
Information Technology Concerns and Fears

 Officials are used to tried and tested means of communications

 Modern technology has created fears for adults:
  • Failure to understand
  • Embarrassment at failure
  • Fear of retraining
  • Fear of change
  • Fear of equipment

*If the present system works why change it? Remember we have learnt to adapt to the mobile phone, the fax machine, the motor car etc. Why not give it a shot.*
MINOR BOARD WORKSHOP
Help available for Clubs

Programs
- Basic Officer
- Specific Officer
- Club development and planning
- Pre-AGM course
- Minor Board

Coaching and Games
- Level one courses
- Practical club coaching sessions
- Referees courses