

**Gaelic Football & Hurling  
Association of Australasia**

**MINOR FOOTBALL  
WORKSHOP/SEMINAR**



**MINOR BOARD WORKSHOP**  
**WORKSHOPS / 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**

## MINOR BOARD WORKSHOP

# 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**

# MINOR BOARD WORKSHOP

## G.F & H.A. Challenges

■ **INTERNAL**

■ **EXTERNAL**

## MINOR BOARD WORKSHOP

# 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.**

## MINOR BOARD WORKSHOP

# 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**



## MINOR BOARD WORKSHOP

# 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.***

## MINOR BOARD WORKSHOP

# 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**

## MINOR BOARD WORKSHOP

- All of these functions are currently being carried out generally by State Committees

### THE CHALLENGE

***TO BE MORE SUCCESSFUL  
AT WHAT WE DO***

## MINOR BOARD WORKSHOP

# 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***

## MINOR BOARD WORKSHOP

# 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**

## **MINOR BOARD WORKSHOP**

# **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**

## MINOR BOARD WORKSHOP

# 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**



## MINOR BOARD WORKSHOP

# Adult / Youth Relationships

- 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

## MINOR BOARD WORKSHOP

# Adult / Youth Relationships

- **Child protection/mentor safeguards**
  - Coaching in a safe environment means safe for the coach as well as the young player



## MINOR BOARD WORKSHOP

# 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.

## MINOR BOARD WORKSHOP

# The Chairperson

**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.***

# MINOR BOARD WORKSHOP

# 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**

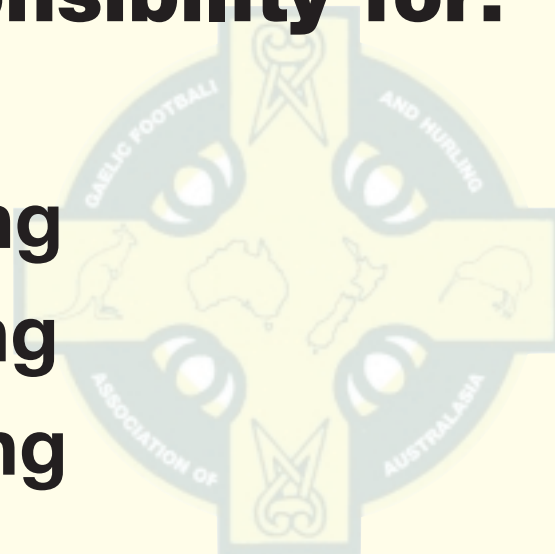
# MINOR BOARD WORKSHOP

# The Chairperson

## DUTIES

### Prime Responsibility for:

- Planning
- Organising
- Delegating
- Controlling





## MINOR BOARD WORKSHOP

# The Secretary

## MAIN DUTIES

### Centre around

- Meetings
- Records
- Correspondence

### Meetings

Work before, during and arising out of meetings.



## MINOR BOARD WORKSHOP

# The Secretary

## CORRESPONDENCE

**Outgoing (copy)**

**Incoming (originals)**

**Form filling/signing**

**Match Notices**

**Documentation from**

**– State Committee**



## MINOR BOARD WORKSHOP

# 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**

## MINOR BOARD WORKSHOP

# Minor Board Leadership

### **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’***

## MINOR BOARD WORKSHOP

# Club Leadership

## 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**

## MINOR BOARD WORKSHOP

# Leadership

**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.***

## MINOR BOARD WORKSHOP

# 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**



## MINOR BOARD WORKSHOP

# Management

## What is Management?

**“Management is the efficient and effective use of resources to achieve results with and through the efforts of other people”**



## MINOR BOARD WORKSHOP

# 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.

## MINOR BOARD WORKSHOP

# Teamwork in the Club

## 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**

## MINOR BOARD WORKSHOP

# 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.

# MINOR BOARD WORKSHOP

# Code of Conduct

## WHY IS IT NEEDED?

**To give structure to your activities.**

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

# MINOR BOARD WORKSHOP

## 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*

## MINOR BOARD WORKSHOP

# 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

# MINOR BOARD WORKSHOP

## Effective Meetings

### 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.**

# MINOR BOARD WORKSHOP

## Public Relations Officer

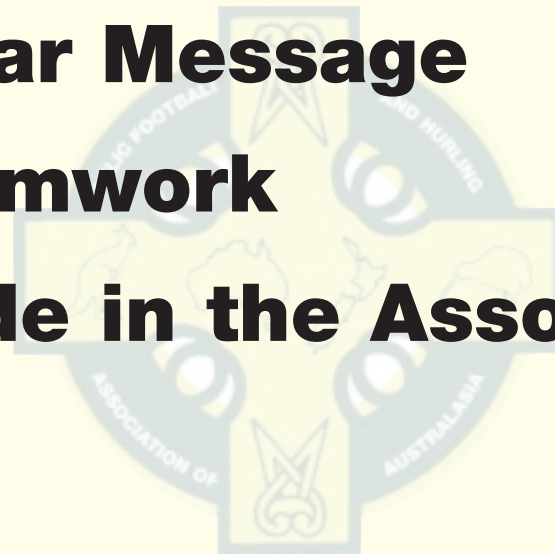
- **Need for good image**
- **Benefits**
- **Responsibility of P.R.O.**



## MINOR BOARD WORKSHOP

# Public Relations Officer

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



## MINOR BOARD WORKSHOP

# Public Relations Officer

## WHAT

- **Public / Media Information**
- **State / Clubs – difference**

## WHY

**Needed more than ever Competition**

- other sports
- other organisations

**Same Media Space**

**Survival of the Best**

# MINOR BOARD WORKSHOP

## Public Relations Officer

### 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**

# MINOR BOARD WORKSHOP

## Public Relations Officer

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.

## MINOR BOARD WORKSHOP

# 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**

## MINOR BOARD WORKSHOP

# Public Relations Officer

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

***Act Now.***



## MINOR BOARD WORKSHOP

# 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**

# MINOR BOARD WORKSHOP

## 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.***

MINOR BOARD WORKSHOP

# Public Relations Officer

## Rules – 5 W's

**WHO**

**WHAT**

**WHERE**

**WHEN (How)**

**WHY**

MINOR BOARD WORKSHOP

# Public Relations Officer

## Information Technology

- **Email**
- **Web-site**
- **Telephone**
- **Fax**



## MINOR BOARD WORKSHOP

# Public Relations Officer

- **Ongoing Weekly Reporting**
- **Use all outlets to inform**
- **Good relationships needed**
- **Proper keeping of records**



## MINOR BOARD WORKSHOP

# Motto

***‘Never tell them today  
what we can get away  
with telling them  
next week’.***

## MINOR BOARD WORKSHOP

# Definition of Communication

***‘Communication is the transmission of information to another person and (ideally) having it understood in the exact way in which it was meant’***

## MINOR BOARD WORKSHOP

# Methods of Communication

**Assertive** – Communicating in an open and positive way

*The best way to communicate is to be assertive*

## Methods of Communication

- Verbal
- Written
- Non-verbal



## MINOR BOARD WORKSHOP

# Good Communication is Vital

- **Our Association is dependent on teamwork.**
- **Effective teamwork is dependent on Assertive communication.**
  - **Within Clubs**
  - **Club to State Committee**
  - **State to Clubs**

## MINOR BOARD WORKSHOP

# Use of Technology in Communication

***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**