



Guidelines for Club Officers





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Introduction

The Ladies Gaelic Football Association is an organisation which endeavours to reach into communities in Ireland and internationally to promote Ladies Gaelic Football. Voluntary workers and employees throughout Ireland and internationally promote the ideals of the Association and assist other organisations with like ideals.

We, in the LGFA rightly believe our game to be among the finest in the world but we know too that the LGFA is about more than just what happens on the field of play. Indeed our game can only continue to flourish if we strive to apply the same high standards to everything that we do behind the scenes as well. We should pride ourselves not just on what we do, but on doing things the right way.

As The Ladies Gaelic Football Association continues to grow from strength to strength, it is important to remember the people who have been at the core of this growth, our club officers and volunteers.

Our units, be they province, county or club, operate today in a very complex and exacting world. The demands placed upon us are many and varied. We have a responsibility to our members and to the wider community to make sure that the LGFA continues to be held in the highest esteem. That burden is shouldered for the most part by our volunteers throughout the Association.

We, in turn as an association, have a responsibility to those volunteers to ensure that they are aware of the standards expected of them, and have a well-defined structure within which to perform their duties, and upon which they can rely.

This guide will serve as a useful reference point for officers as they continue their invaluable work, and offer support and guidance to all our officers and volunteers throughout Ireland and internationally.

Please note if you are part of a 'One Club' structure to refer to guidelines on page 22 also.



Role Description

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

Reports/accountable to

Club Committee/ Club Members

Responsibilities

1. Chair club 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:
 - Bring impartiality and objectivity to meetings and decision making
 - Facilitate change and address conflict within the board/officers
 - Facilitate those present to make their views, while maintaining control over the meeting
 - Ensure that meetings are progressive and that decisions are implemented

2. Ensure that the club's LGFA affairs are managed effectively

- The Chairperson must co-ordinate the affairs of the club committee to ensure that appropriate procedures are in place for the effective management of the affairs of the club.
- S/he must:
 - Keep an overview of all LGFA activity ensuring corrective action is taken, where needed.
 - Coordinate the committee to ensure responsibility for particular aspects of management are met

Club Chairperson

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 club.

4. Represent the club

- The Chairperson will be called upon to represent the club and sometimes be its spokesperson at various functions, meetings etc... S/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.

5. Be a leader and have a vision for the future of the LGFA in the club

- The Chairperson must have a vision for how the LGFA in the club will progress and should ensure that the club is operating to an agreed plan. The Chairperson must be seen to 'lead the club 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	KNOWLEDGE
<ul style="list-style-type: none">• 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 confidentiality• Ability to delegate key tasks to other officers	<ul style="list-style-type: none">• Be familiar with the official guide• Have sound knowledge of the Association• Have experience of Committee involvement/people management
	OTHER REQUIREMENTS
	<ul style="list-style-type: none">• Have time to do the job• Have a genuine interest in the Association• Be of good standing in the community



Role Description

The vice-chairperson role is vital in assisting the chairperson on the club committee with responsibility for planning, organising and managing the affairs of the LGFA in the club. The vice-chairperson must be a leader with a vision on how to progress the club. The vice-chairperson plays a key role in ensuring that club Committee meetings function effectively and efficiently whenever the chairperson is unavailable through illness, holidays etc..., and is key to succession planning within the club, it is a pathway to becoming the club chairperson.

The skills and knowledge required for a vice-chairperson mirror those required as chairperson.

Reports/accountable to

Club Committee/ Club Members

Role Description

The Secretary is the chief administrator in the club, responsible for the day-to-day management of the club activities. The Secretary has a key role to play in ensuring that effective communication exists between all committee Officers and between the committee and the club members.

Reports/accountable to

Chairperson/ Club Committee

Responsibilities

1. Effective administration of the club affairs

- Responsible for the day to day administration and coordination of the club activities
- To maintain good communication lines with all clubs in the county
- To maintain good communication lines with all members in the club - communications received from the county board, provincial council, central council, national level should be passed on to all relevant club members
- To manage all official correspondence to the county board and other clubs in connection with club matters
- To ensure up-to-date records are kept of committee memberships
- Ensure players have correctly completed injury forms, i.e. all sections are completed, all information is correct and all signatures are obtained. When the form is in order, it should be signed and forwarded immediately to LGFA, Croke Park, Dublin 3

2. 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



3. 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	KNOWLEDGE
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Be familiar with the official guide and all County by-laws • Clear and detailed knowledge of LGFA's structures, rules, regulations and procedures at all levels of the Association • Clear and detailed knowledge of the LGFA's coaching schemes and initiatives • Working knowledge of IT related packages and systems
	OTHER REQUIREMENTS
	<ul style="list-style-type: none"> • Have time to do the job • Have a genuine interest in the Association

Vice-Secretary

Role Description

The role of the vice-secretary is to assist the chief administrator in the club, responsible for assisting the secretary in the day-to-day management of the club activities. The vice- secretary has a key role to play in ensuring that effective communication exists between all Committee Officers and between the Committee and the club members, and is key to succession planning, as well as deputising for the Secretary during periods of illness, holidays, etc...

The skills and knowledge required for a vice-secretary mirror those required as secretary.

Reports/accountable to

Club Committee/ Club Members



Role Description

The overall role of the Treasurer is to ensure that all financial matters within the club 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 have ultimate responsibility for financial matters within the club.

Reports/accountable to

Chairperson/ Club Committee

Responsibilities

1. To ensure proper financial records and procedures are maintained
 - To oversee and present accounts and financial statements to the club 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 liaise with other committee members about financial matters
 - To ensure compliance with relevant legislation

2. Financial planning and reporting
 - To prepare a detailed club financial budget at the beginning of each year, which should be agreed and accepted by the club committee
 - To advise the club committee of the financial implications of strategic and operational plans
 - To provide accurate and up to date assessment of the club's finances at committee meetings
 - To make presentations of accounts at the Club AGM

Club Treasurer

SKILLS	KNOWLEDGE
<ul style="list-style-type: none">• 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 I.T. knowledge and understanding of accounting software	<ul style="list-style-type: none">• Be familiar with The official guide and all County bye-laws• Clear and detailed knowledge of LGFA's structures, rules, regulations and procedures at all levels of the Association• Clear and detailed knowledge of the LGFA's coaching schemes and initiatives• Clear and detailed knowledge and management of financial systems and accounts in order to manage day to-day club• Working knowledge of IT related packages and systems
OTHER REQUIREMENTS	
<ul style="list-style-type: none">• Have time to do the job• Have a genuine interest in the Association• Be of good standing in the community	



Role Description

The vice-treasurer role is vital in assisting the treasurer to ensure that all financial matters within the club are managed correctly and efficiently. The vice treasurer should assist the treasurer in ensuring that proper books of accounts along with proper controls and procedures are in place and adhered to. The vice treasurer is key to succession planning, as well as deputising for the treasurer during periods of illness, holidays, etc...

The skills and knowledge required for a vice-treasurer mirror those required as treasurer.

Reports/accountable to

Club Committee/ Club Members

Role Description

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

Reports/accountable to

Chairperson/ Club Committee

Responsibilities

1. Promote the LGFA
 - Use every opportunity to promote the LGFA in the club with the local media including club games and all other LGFA activity
 - Provide the media with timely and regular updates of club fixtures and results
 - Ensure the club 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
3. Advertising
 - Liaise with all key groups (team managers, sponsors, advertisers etc...)
4. Club Website/Social Media
 - Update the club LGFA website/social media on a regular basis with fixtures, results and information regarding all LGFA activity in the club. Tag LGFA social media handles in posts.



5. Club Responsibilities

- Establish communication links with all club PROs in the County

6. Other Communications

- Promote communication principles as in communications plan
- Attend training and meetings at county level as required

SKILLS	KNOWLEDGE
<ul style="list-style-type: none">• Excellent oral and written communication skills• Good organisational skills• Ability to work well in a team• Ability to recognise good news stories for the LGFA	<ul style="list-style-type: none">• Have a very good working knowledge of IT• Have sound knowledge of the Association policies and procedures
OTHER REQUIREMENTS	
<ul style="list-style-type: none">• Have time to do the job• Have a genuine interest in the Association• Be of good standing in the community• Excellent use of social media	

Club Registrar

Role Description

The Role of the Registrar is to ensure all members, both playing and non-playing, are registered with the LGFA. Full registration details are available under 'Clubs' on our website www.ladiesgaelic.ie

Please note, the following changes are being made to registration dates for the coming years;

- 1st August 2020 – 30th June 2021
- 1st July 2021 – 31st May 2022
- 1st June 2022 – 31st March 2023
- 1st April 2023 – 31st March 2023

Reports/ Accountable to:

Club Committee

Roles and Responsibilities:

- Ensure that all members are registered, players and non-players
- Submit the registrations via the electronic system (Servasport) to the County, Provincial & National Registrar.
- Make payments for registrations via PayPal
- Ensure your PayPal account is up to date and has sufficient funds to process registrations.

Key points to note

- A member's registration is valid only when received via the electronic registration system and paid for via PayPal and then approved by the Central Council Registrar.

SKILLS	KNOWLEDGE
<ul style="list-style-type: none">• Excellent communication (verbal and written), and interpersonal skills• Strong leadership and decision making 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	<ul style="list-style-type: none">• Clear and detailed knowledge of LGFA's structures, rules, regulation and procedures in relation to the registration of members, both playing and non playing• Have experience of committee involvement/people management
	OTHER REQUIREMENTS
	<ul style="list-style-type: none">• Have time to do the job• Have a genuine interest in the association• Be of good standing in the community



Role Description

The key role of the club Children's Officer is to oversee the implementation and promote awareness of the LGFA Code of Best Practice in Youth Sport and our joint Code of Behaviour.

Reports/accountable to

Club Committee

Responsibilities

- To ensure compliance with Children First Legislation for all team management in respect of Garda Vetting and/or Police Checks, Child Safeguarding training and basic coaching qualification, e.g. LGFA FUNdamentals, prior to the commencement of their role(s) with young people in the Association
- To promote awareness of the Code of Behaviour (underage) within the club among young players, parents and mentors
- To influence policy and practice within the club in order to prioritise young player's needs
- To ensure all mentors are aware of practices within the Code i.e. Anti-bullying Policy, Travel Permission Forms, child welfare protection legislation etc.
- To encourage the involvement of parents/ guardians in club activities
- To act as an advisory resource to mentors on best practice
- To liaise with the female mentors assigned to teams
- To ensure that players know how to make concerns known to appropriate adults and agencies
- To deal with any complaints or suspected child abuse according to the Code of Behaviour (underage)
- To report regularly to the club Executive Committee
- To monitor changes in membership – follow up any unusual dropout, absenteeism or club transfers by young players or mentors
- To attend seminars in relation to the Code at local and national level

**Young People. The term 'young people' is used throughout this document denotes any person under the age of 18 years.*

Club Children's Officer

SKILLS	KNOWLEDGE
<ul style="list-style-type: none">• Have good communication skills, be approachable and open minded• Be discreet and confidential	<ul style="list-style-type: none">• 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	
<ul style="list-style-type: none">• 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

Club 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).



Role Description

Development is a vital area for Ladies Gaelic Football, which requires dedicated time and work. There are unlimited opportunities for Development Officers in every club, certain projects should be selected at the beginning of the year and these projects should be concentrated on. All club Development Officers should be aiming to put a development plan in place, to aid progression over a number of years.

Reports to/ Accountable to
Club Executive

Responsibilities

1. General Duties

- Know the aims and objectives of the Association – have knowledge of the Association's Strategic Plan
- To increase player participation in the club
- To recruit new volunteers, coaches, referees, administrators, etc.
- Work with other officers for the good of the club
- Identify problems within the club and put a plan in place to resolve the problem
- Encourage fellow officers to get involved with development issues
- Encourage attendance at coaching courses within the club
- Assess the needs of the club and plan for the future development
- Make contact with your County Development Officer

2. Increase Participation

- Work on initiatives to increase membership
- Establish school club links with the schools in your catchment area and ensure girls are aware of their local club
- Identify all possible volunteers – teachers, students, parents, and past-players
- Work with teachers in the clubs catchment area – invite them to meetings, blitzes, etc

3. Identify Problems

- Development Officers should be aware of problems at club level

and should make the club executive aware of this. The development officer should work with the club to identify the cause of the problem and potential solutions to the problem. Often problems may lead to re-structuring of club policies/procedures, and may not have a quick-fix answer. Time is key to development.

4. Coaching

- Coaching is a critical part of development and all coaches should be encouraged to take part in regular coaching courses.
- Courses provide coaches with new coaching information and policies and ensure a high quality standard of coaching is maintained.
- Each club should introduce a Coaching Policy, which outlines that all new mentors should undergo a coaching course to be able to coach within the club.
- Courses are widely available in every County and are a useful tool for recruiting new volunteers.

1 - FUNdamentals Coaching Course This is the first stage of the Coaching Ladder and aims to provide an introduction for coaching at all levels of Ladies Gaelic Football. There are no necessary requirements to undertake a FUNdamentals course.

2 - Level 1 Coaching Course The second step on the Coaching Ladder provides a more in depth and specific training for coaches. Prior to undertaking Level 1, a coach must have completed a FUNdamentals course and must be coaching for at least 1 year with a Ladies Gaelic Football team.



SKILLS	KNOWLEDGE
<ul style="list-style-type: none">• Excellent oral and written communication skills• Good organisational skills• Ability to work well in a team	<ul style="list-style-type: none">• Have a very good working knowledge of IT• Have sound knowledge of the Association policies and procedures• Know the Aims and Objectives of the Associations Strategic Plan
OTHER REQUIREMENTS	
<ul style="list-style-type: none">• Have time to do the job• Have a genuine interest in the Association• Be of good standing in the community• Passion For Coaching, Development and Ladies football	

Club Culture and Language Officer

Role Description

The role of the club Culture and Language Officer is to provide advice to the club's officers in supporting the national language and culture.

Reports/accountable to

Chairperson/ Club committee

Responsibilities

- Act as Cathaoirleach of the Coiste Cultúr agus Teanga (Culture and Language subcommittee if in place)
- Provide a service/input for club publications/programmes
- Liaise with other language and cultural groups within the county
- Liaise with clubs regarding cúrsaí gaeilge
- Act as club Scór co-ordinator if applicable
- Encourage the use of bi-lingual materials (signs etc...) within the club
- Administer club Gaeltacht scholarships schemes if in place

SKILLS	KNOWLEDGE
<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Eolas mhaith ar an teanga dúchais agus ar chultúr traidisiúntana na tíre/ A good knowledge of the native language and the traditional culture of the country
OTHER REQUIREMENTS	
<ul style="list-style-type: none">• 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	



Role Description

The role of the club Delegate to the county board is to contribute on behalf of his/her club, to the effective administration of county board affairs. Each affiliated club in the association can have three delegates, one of whom must be a current player.

Reports/accountable to

Club committee

Responsibilities

- To represent club interests and views at county board meetings
- To attend county board meetings
- To ensure regular, appropriate and accurate communication between club and county board committee
- To partake, as required in discussion and decision making with regard to county board matters
- To express, as appropriate, club views/needs at county board level (the Delegate must take regular briefings from club Executive in order to carry out this task)
- To report to club Executive on county board matters
- To convey general information
- In general the County Board Delegate is the link between the club and county board. If your club wishes to know anything from county board meetings, then ask your Delegate who attends/represents you.

SKILLS	KNOWLEDGE
<ul style="list-style-type: none">• Have good communication skills• Ability to delegate tasks• Impartiality, fairness and the ability to respect confidentiality• Have good organisational skills• Ability to take direction	<ul style="list-style-type: none">• Be familiar with the official guide and all county bye-laws• Have experience of being involved in committees
OTHER REQUIREMENTS	
<ul style="list-style-type: none">• Have time to do the job• Have a genuine interest in the Association• Be of good standing in the community• One of your three club delegates must be a current player	

The One Club Model

The Ladies Gaelic Football Association, The GAA and the Camogie Association each have their own membership, governance and traditions. The associations work in a co-operative fashion to promote the playing of Gaelic games. Notwithstanding their separate formal identities, the de facto integration of Ladies Gaelic Football, GAA and Camogie is happening on a widespread basis around the country. Each of the associations recognises the benefits of a One Club approach in promoting the playing of Gaelic games at both juvenile and adult level. Adopting a One Club approach facilitates catering for the whole family in an integrated fashion.

A One Club approach is already working successfully on the ground in many clubs throughout Ireland and, pending any formal integration in the future, the associations are committed to encouraging and supporting the model whereby clubs cater for all family members, both male and female.

As Ladies Gaelic Football Clubs are under the auspices of their own separate association and separate from the GAA, it is important that the One Club structure respects the authority of the LGFA to regulate the running of Ladies Football as played by the club. In order to achieve this, the following is recommended:

- Ladies Gaelic Football Clubs are registered as clubs with their respective associations.
- Officers are elected / appointed to the respective clubs / units as required under the respective association's rules as set out in their Official Guides. In practice, these will be the Officers with responsibility for the running of the respective Ladies Football committees within the club. These committees operate as the Executive Committees of the Ladies Football Club in accordance with the Official Guides of the associations.
- Ladies Football players and mentors register as members of their respective associations. In addition, the GAA Club Chairperson, Secretary and Treasurer register as members of the Ladies Gaelic Football Association.
- Bank accounts should be controlled at Club Executive level and not by code. Consequently, the GAA Club treasurer should be the elected treasurer of the Ladies Football Club.

The Annual General Meeting (AGM)



- Club AGM should be held on or before the 1st December
- Members should be notified at least 5 days beforehand
- The outgoing secretary & treasurer should give a report of the activities in the club for the previous year

The AGM shall elect:

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Registrar
5. Treasurer
6. Delegates to the County Board & County Convention
7. Positions of Assistant Secretary, Assistant Treasurer, PRO, Development Officer and Culture & Language Officer may also be elected

Each club must appoint a Children's Officer, who should be a member of the Management Committee.

- A report from this AGM must be sent to your County Board within 10 days of your AGM

Checklist

- Held before 1st December every year
- Members should get 5 days' notice before the meeting takes place
- Notice should include nomination and motion papers
- Nominations and Motions should be returned at least 2 weeks before AGM

Nominations

Nomination forms should be signed by person making the nomination

Motions

A motion is a proposal that a rule should be changed, added or removed from the Associations Official Guide.

A motion should be short, clear and positive.

The Annual General Meeting (AGM)

Motions to enact new, or amend existing rules, should give the full text of the proposed addition or amendment and also quote the number of any other rules affected.

Voting

Only full registered members of the Ladies Gaelic Football Association, whose membership fees are paid no later than the 1st September of the registration year and who are not suspended or disqualified, shall be entitled to vote at meetings. Full membership may be given to all persons, who have reached 18 years upon payment of the appropriate fee and who register with a club.

Election of officers should be by a secret ballot. The candidate who receives the overall majority of the votes, by entitled voters, shall be deemed elected. Chairperson should announce results of election.

In the event of a tie where an outgoing officer or representative is involved, she/he shall be deemed to be re-elected.

If an outgoing officer or representative is not involved, the tie shall be decided on the casting vote of the Chairperson.

All ballot papers should be destroyed only when a recount will not be necessary.



MOUTHGUARDS

What are the Key Points to be aware of in relation to mouth guards?

- Ladies Gaelic footballers in all age grades must wear a mouth guard in LGFA games and practice sessions.
- It is the responsibility of each individual player to use a mouth guard
- Players will be ordered off in a game for not wearing a mouth guard and will remain off the pitch until the situation is rectified
- Players will not be covered under the Injury Fund if they don't comply with the mouth guard rule
- No Mouth guard? No Game!

What is the Role of the Referee?

- If a player refuses to comply with a Referee's instruction to wear a mouth guard, she shall be asked to rectify the situation. Should she refuse to do so the referee shall order her off the field until the situation is rectified?

What is the role of the Player?

- In all Games and Practice Football Sessions, it shall be mandatory for, and the responsibility of, each individual player to use a mouth guard.

What role does the club play?

- Clubs should ensure that their players, player's parents/guardians, coaches and team mentors are made aware of the mouth guard rules.

How does this rule affect the Injury Fund?

- Players will not be covered under the injury fund if they are not wearing a mouth guard. It is the responsibility of each individual player to use a mouth guard.

Top Frequently Asked Questions

Other FAQ's:

- Q.** Does a player have to wear a mouth guard whilst playing Second and Third Level games?
- A.** Yes
- Q.** Does this apply to International Units?
- A.** Yes. International Units are subject to the General Rules of the Association.
- Q.** What about players who currently wear orthodontic braces, what are their options?
- A.** It has been noted that children wearing orthodontic braces and wishing to play Gaelic football will be particularly concerned about the rule change; however, the LGFA recommends that these players seek advice from a range of dental practitioners on the most appropriate solution for them. The player must request a letter of support from their dental practitioner and keep this with them.

INJURY FUND

When are players covered?

- An official competitive or challenge game (must be their own club or county)
- An official and supervised training session (Players are not covered for training taking place on beaches, hills, mountains or any areas with hazards). Training in a gym is not covered in the injury fund as it is not an LGFA specific activity. Indoor sessions taking place on GAA grounds and GAA properties being conducted by a registered LGFA coach is permitted.

What does the injury fund cover?

- Dental expenses up to €3000
- Medical expenses up to €5500: max. 6 physio sessions unless more have been approved by the Injury Fund Co-ordinator
- Loss of wages to a max. of €200 per week for maximum of 20 weeks



What is the procedure for a making a claim?

- All submissions of claims must be made within two months of the date of injury to Head Office
- Where a claim cannot be made within the two month period, or the claim may exceed €200 a Preliminary Notification Form (1-page form) should be completed and forwarded to Head Office
- Claim forms should be signed by the injured player, the club Secretary and the manager/coach and then forwarded to the County Secretary to sign as a declaration that s/he has been officially notified of the injury
- Where a preliminary claim form has been submitted, a report and update on the claim must be submitted by the injured party within one year from the date of the preliminary notice, to validate the claim
- All claims for which preliminary notices have been received must be lodged and validated within two years of the original preliminary notice except in exceptional circumstances
- Physiotherapy does not require prior approval unless it exceeds €200. Sessions are limited to a maximum of 6 sessions.

What is the procedure for private treatment?

- Any request for private treatment must be supported by documentation from a Medical Practitioner to show reasons why private treatment is necessary.

Private Treatment involves a step by step procedure:

- Permission to see a Consultant – send Doctor’s letter to Head Office
- Permission for a MRI scan – send Consultant letter to Head Office
- Permission for surgery – send results of MRI and Consultant letter to Head Office

All of these letters should be forwarded with a letter from the player requesting permission from fund also.

For further information contact:

Rosemary Coyle, Injury Fund Co-Ordinator
rosemary.coyle@lgfa.ie or 01 8363156

Top Frequently Asked Questions

REGISTRATION FEES

What are the registration fees at national level for LGFA?

	Adult Players	U12 to U18	Under 10 Players	Non player
Registration Fee	€15	€15	€5	€15
Injury Fund Fee	€25	€10 (Option of €25)		Option of €25
Development Fee	€1	€1	€1	€1

Under 10 members registered with the LGFA are covered by the GAA Injury Fund.

NOTE: Registrations are also subject to club, county and provincial fees.

U12 to U18 have the option of paying €25 as this will then cover them for loss of wages (up to a max of €200 per week)

Do any Registration fees apply to Gaelic4Mothers&Others?

Yes, after completing the initial 6 week programme all players who wish to continue participating in the programme must register as official members of the Ladies Gaelic Football Association through their club registrar. They do not pay into the injury fund.

Registration fees for G4M&O is €12 (Club €2, County €2, Province €2, Central €6). If a G4M&O wishes to become a full member, with full voting rights, then they need to pay the Adult fee to their club.

Other Costs

Please note there are additional annual costs which can be incorporated into your club registration fee, these include the Servasport fee (€15), the All Ireland Club Levy (€150), which can be reclaimed as tickets for the LGFA All Ireland Finals to that value, and GAA Public Liability Insurance (€250).



For further information contact:

Maire Ní Mhaoilchiarain, National Finance Officer
maire.nimhaoilchiarain@lgfa.ie or 01 83 63156

GRADING OF PLAYERS/CLUBS

How are players graded if we have two adult teams in the club? How are clubs graded?

- Where a club has two teams competing in championship games within the county, it must name its fifteen best players for the higher grade team for championship games (A team). Should any other player outside of this list play in the higher grade championship, they shall become ineligible for the championship in the lower grade.
- A club that wins the Junior or Intermediate County championship, must move up a grade within the county for the next year's championship. A club that finishes runner up in the County senior or intermediate championship cannot be downgraded for the following years championship, unless in exceptional circumstances as decided by Central Council.

Can a player start back playing with her club immediately after returning from America/Canada?

- The player must notify LGFA head office that they have returned home and can then play immediately with their club.

LOGO

Can anybody use the LGFA logo and can we buy gear from any company?

No, the Ladies Gaelic Football Association has Official Licensees and only these companies have permission to use our logo on merchandise. It is important that everyone is aware of this when sourcing playing or leisure gear for your club.

Remember: The Official LGFA Logo must be used on Jerseys for all Association Competitions.

The list of licensees with the LGFA can be found at
www.ladiesgaelic.ie/the-lgfa/official-licensees

Top Frequently Asked Questions

Please note that it is important to check that the company is still an official Licensee of the LGFA prior to engagement with the company.

For information on transfers, sanctions, permissions to play or any of the information above please avail of the 'club' section on our website www.ladiesgaelic.ie

For further information on specific queries you can email info@lgfa.ie or call on office on 018363156

Full information is also available on our new website:





