



ULSTER GAA

# Volunteer Handbook Lámhleabhar na hOibre Deonaí CLG Uladh

## 2024-2028



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# Volunteerism in Ulster GAA

## Oibriú go Deonach le CLG Uladh

*Being part of the GAA is about being part of a strong tradition that prides volunteerism and our amateur ethos. Everyone involved in the GAA are there because they share in the passion for our games, love for our culture and desire to be part of Ireland's largest sporting and cultural organisation.*

### Our Vision

A vibrant, community-based and volunteer-led organisation, that values and includes everyone, underpinned by good governance and quality support to volunteers, players, coaches, referees and the wider community in a safe environment. **Where we all belong.**

### Our Mission

As an inclusive, innovative, community-based, volunteer-led amateur organisation, we strive to enrich the lives of our members and units by embedding our core values, through engagement in sport, culture, language, health and well-being. We will promote club and county sustainability and lifelong participation, where everyone feels a sense of belonging.

### Our Values

We promote the values of our Association and work to embed these values in our clubs and communities, through our games, activities and practices. We continually challenge our volunteers, coaches, players, referees, and administrators to remain true to these ideals



## **Commitment Statement**

Gaelic players and volunteers do not receive any payment for their involvement in the activities of the Association at any level of the organisation. The income of Ulster GAA is reinvested in the Association and its activities. Council members do not receive any remuneration apart from necessary out-of-pocket expenses incurred. The amateur status and ethos is arguably the most important aspect of the organisation.

Ulster GAA is an *Investing in Volunteers* Organisation.

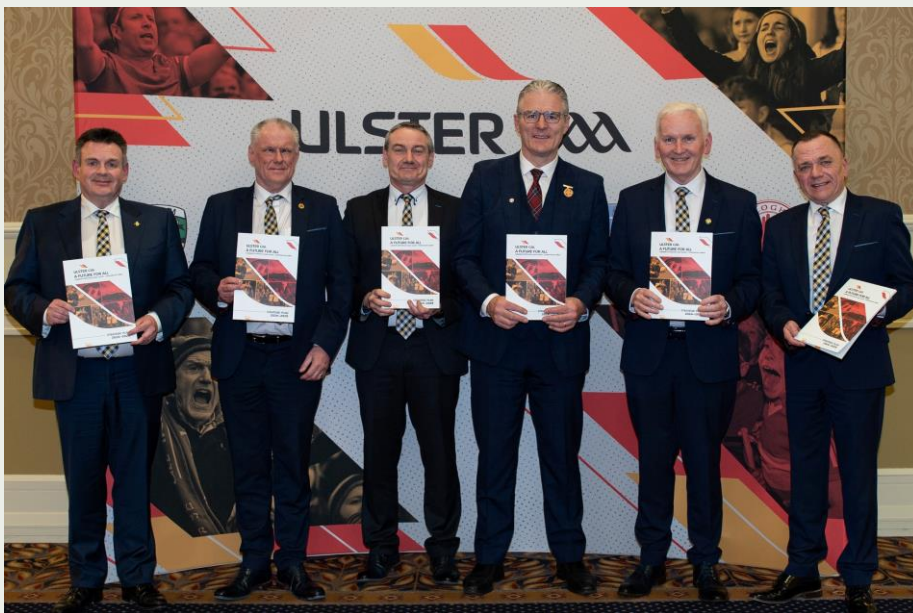
## **Background**

There are 200,380 members involved in the GAA family across 849 clubs in Ulster as follows:

- 137,320 registered members in 382 GAA Clubs
- 43452 registered members in 293 Ladies Gaelic Football Association Clubs
- 431 registered members in 12 Rounders Clubs
- 1471 registered members in 33 Handball Clubs
- 17,706 registered members in 129 Ulster Camogie Clubs

The majority of our volunteers contribute directly to their club across the nine counties of Ulster. Others volunteer through their county board and over 200 people are volunteers with Ulster GAA.

This Volunteer Information Pack is aimed towards those people who volunteer directly with Ulster GAA.



# Volunteering Opportunities

## Deiseanna don Obair Dheonach

Ulster GAA is made up of a body of volunteers who oversee the promotion of Gaelic Games and Irish culture and heritage. Their role as Ulster Council Volunteers is to develop Gaelic Games across all the codes – Gaelic football, Hurling, Camogie, Rounders and Handball.

Ulster GAA Volunteers also:

- Comprise of delegates elected by the Province's nine counties and works seamlessly across two political jurisdictions and 14 local authorities.
- Oversee the development and delivery of Gaelic Games and associated activities across our clubs.
- Directly oversees 20 inter-County GAA competitions annually.
- Manage GAA events which attract annual live attendances of 250,000.
- Supervise the core activities of its constituent units at club and county level in the areas of Governance, Safeguarding, Finance, Games Development, Fixtures, Marketing, Public Relations and Physical Facilities.
- Ensure that the policies and the Rules of the Association as outlined in the Official Guide are upheld.
- Supervise the core activities of its nine County Committees in the areas of Games, Fixtures, Finance, Governance and Safeguarding, Marketing, Public Relations, and Physical Facilities.
- Work with National level to deliver on key matters
- Deal directly with government on relevant issues.
- Report annually to Ulster Convention and to National Congress on its affairs.
- Work with our partners in Ulster Camogie and Ulster LGFA to deliver Gaelic Games across the Associations in Ulster
- Work in partnership with other organisations to deliver volunteer programmes





## Ulster Council Volunteers include:

- Ulster GAA Officers (4)
  - President
  - Vice President
  - Treasurer
  - PRO
- Ulster Council Delegates (27)
- Committee Members: (232 approx)\*

Management Committee  
Competitions Control Committee CCC  
Hearings Committee  
Club Planning & Physical Development Committee  
Leadership & Planning Committee  
Finance Committee  
Audit and Risk Committee  
Health & Safety Committee  
Irish Language & Culture Committee  
Scór Committee  
Coaching & Games Committee  
Referees Administration Committee  
Cumann na Bunscoil Committee  
Ulster Schools Committee  
3rd Level Committee  
Safeguarding Committee

Hurling Development Committee  
Public Relations & Marketing Committee  
Community & Health Committee  
Integration Committee  
Human Resources & Remuneration Committee  
Human Resources Appeals Committee  
Fixtures Analysis  
Fixtures Planning Committee  
Parks & Safety Committee  
Ulster Referees Appointments Workshop (Subject to CCC)  
Trophies  
Chief Stewart/Deputy Chief Stewart

\*Other committees may be added as and when required



## **Volunteer Roles are:**

Ulster GAA comprises of volunteers supported by the Provincial Secretary and their staff team. There are four key volunteer roles responsible for the overall management of Ulster GAA:

- Ulster GAA President
- Ulster GAA Vice-President
- Ulster GAA Treasurer
- Ulster GAA PRO

There are 4 key volunteer roles within Ulster GAA as follows:

- Ulster Council Delegate
- Committee Chairperson
- Committee Vice Chairperson
- Committee Secretary
- Committee Member

It takes a number of committed people to run Ulster GAA. Just like the teams on the field they need to work like a team off the field. To do that people need to know their roles and what their responsibilities are. Outlined overleaf are the key tasks associated with the main officer roles.



## Role/Ról: Ulster GAA President/ Uachtarán CLG Uladh

The Ulster GAA President has been entrusted with responsibility for “leading” the Ulster GAA Council for a three year term. He/She is the public figure head of the Ulster GAA Council, representing Ulster GAA at official GAA and non-GAA events. It is the most prestigious position that can be held by a volunteer within Ulster GAA.

### Skills required to be Ulster GAA President

- Leadership
- Integrity
- Good Communications
- Delegation
- Time-keeping



### The Ulster GAA President has prime responsibility for the following areas:

- Chairing Ulster GAA Management Committee – This committee meets on a monthly basis and the Ulster GAA President will be responsible for overseeing the meeting
- Representing Ulster GAA at all official engagements – On occasions this will include public speaking, presenting trophies, cups and medals and posing for photos
- Attending high level meetings/events – On request the Ulster GAA President will be required to attend meetings/events with high profiled politicians, Government Officials and his/her counterparts in other sporting governing bodies
- On occasions the Ulster President will travel across Ireland for official GAA business, this may also include travel to Canada, USA, Britain and Ireland

### Time-commitment

Depending on the availability of the volunteer, the Ulster GAA President is a major volunteer role with demanding time commitment to include:

- 4 hours per month to attend Management Committee (inc travel)
- 4 hours a month attending Ulster GAA meeting (inc travel)
- 5 hours a month representing Ulster GAA at National Level (inc travel)
- Up to 5 hours a month attending official Ulster GAA events
- Up to 5 hours a month representing Ulster GAA at external events



## Role/Ról: Vice President/Leasuachtarán CLG Uladh

The Ulster GAA Vice President supports the work of Ulster GAA President while preparing to take over the role as President after 3-year term.

### Skills required to be Ulster GAA Vice President

- Leadership
- Integrity
- Good Communications
- Time-keeping



### Responsibilities for Ulster GAA Vice President:

- Chairing Ulster GAA Management Committee when required.
- Representing Ulster GAA at all official engagements – On occasions this will include public speaking, presenting trophies, cups and medals and posing for photos
- Attending high level meetings/events – On request the Ulster GAA Vice President will be required to attend meetings/events with high profiled politicians, government officials and his/her counterparts in other sporting governing bodies
- On occasions the Ulster Vice President will travel across Ireland for official GAA business, this may also include travel to Canada, USA, Britain and Ireland

### Time-commitment

Depending on the availability of the volunteer, the Ulster GAA Vice President is a major volunteer role with demanding time commitment to include:

- 4 hours per month to attend Management Committee (inc travel)
- 4 hours a month attending Ulster GAA meeting (inc travel)
- 5 hours a month representing Ulster GAA at National Level (inc travel)
- Up to 2 hours a month attending official Ulster GAA events
- Up to 2 hours a month representing Ulster GAA at external events

## Role/Ról: Treasurer/Cisteoir

The Ulster GAA Treasurer is responsible for assisting with financial affairs of the Ulster GAA Council. The Treasurer is fully assisted by the expert financial department within Ulster GAA

### Skills required to be Ulster GAA Treasurer

- Accountancy skills
- Trustworthy
- Confidential
- Precise



### Responsibilities for Ulster GAA Treasurer:

- Reporting on financial issues at Management Committee
- Chairs Ulster GAA's Finance Committee and liaises with County Treasurers on financial matters
- Working closely with Ulster GAA's Finance Department to assist with financial matters
- Providing full report to the annual meeting of the Ulster Council on Finance and accounts
- Representing Ulster GAA at all official engagements – On occasions this will include public speaking, presenting trophies, cups and medals and posing for photos
- Attending high level meetings/events – On request the Ulster GAA Treasurer will be required to attend meetings/events with high profiled politicians, government officials and his/her counterparts in other sporting governing bodies
- On occasions the Ulster Treasurer will travel across Ireland for official GAA business, this may also include travel to Canada, USA, Britain and Ireland

### Time-commitment

Depending on the availability of the volunteer, the Ulster GAA Treasurer is a major volunteer role with demanding time commitment to include:

- 4 hours per month to attend Management Committee (inc travel)
- 4 hours a month attending Ulster GAA meeting (inc travel)
- 5 hours a month representing Ulster GAA at National Level (inc travel)
- Up to 2 hour a month attending official Ulster GAA events
- Up to 2 hour a month representing Ulster GAA at external events

## Role/Ról: PRO/Ofigeach Caidrimh Phoiblí

The Ulster GAA PRO is responsible for assisting with communications and public relation issues relating to the Ulster GAA Council. The PRO is fully assisted by the Head of Communications and the Communications department. He/She is the official spokesperson for Ulster GAA.

### Skills required to be Ulster GAA PRO

- Communications: written and verbal
- Event organisation skills
- Networking with media
- Confident and assertive



### Responsibilities for Ulster GAA PRO:

- Chairs Ulster GAA's Public Relations & Marketing Committee and liaises with County PROs on communications and marketing matters
- Working closely with the Communications Department to assist with all communications matters, including press, events, sponsorship and marketing
- Providing full report to the annual meeting of the Ulster Council on communications issues
- Representing Ulster GAA at all official engagements – On occasions this will include public speaking, presenting trophies, cups and medals and posing for photos
- Attending high level meetings/events – On request the Ulster GAA PRO will be required to attend meetings/events with high profiled politicians, government officials and his/her counterparts in other sporting governing bodies
- On occasions the Ulster PRO will travel across Ireland for official GAA business, this may also include travel to Canada, USA, Britain and Ireland

### Time-commitment

Depending on the availability of the volunteer, the Ulster GAA PRO is a major volunteer role with demanding time commitment to include:

- 4 hours per month to attend Management Committee (inc travel)
- 4 hours a month attending Ulster GAA meeting (inc travel)
- 5 hours a month representing Ulster GAA at National Level (inc travel)
- Up to 2 hours a month attending official Ulster GAA events
- Up to 2 hours a month representing Ulster GAA at external events

## Role/Ról: Ulster Council Delegate/Teachta Chomhairle Uladh

Ulster Council Delegates are elected by their County Boards to sit on Ulster Council. Each county has 2 delegates on Ulster Council. Ulster Council delegates' focus is to represent their County Board at Provincial Council. They are expected to play a full role in the business and activities of Ulster GAA. Being an Ulster GAA delegate is a powerful position for any GAA volunteer to hold. Ulster GAA Delegates have a direct input and say in the decision-making processes with Ulster GAA Council.

### Responsibilities of Ulster GAA Delegate include:

- Representing the views of their County Board
- Expressing their opinion and insights on a range of issues
- Voting in key decisions
- Communicating key messages back to their County Board
- Contributing to the development of Ulster GAA Strategies, to include monitoring, evaluation and review

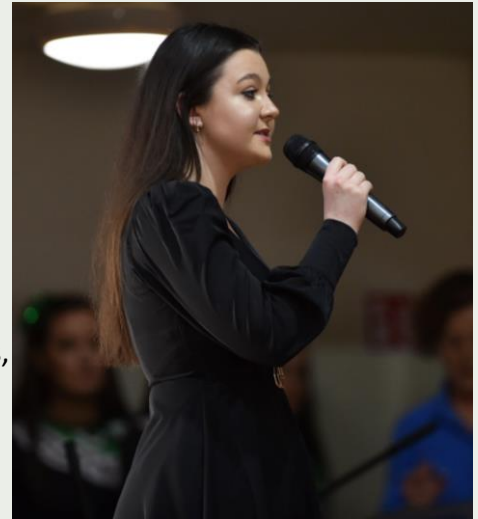
### Skills required:

- Confident in making decisions
- Good public speaker, well able to articulate views and opinions
- Team player – willingness to work with other delegates and officers
- Ability to maintain confidentiality and deal with sensitive information
- Knowledge of club, county and provincial bye-laws and systems

### Time Commitment

An Ulster GAA Delegate should expect to spend at least 6 hours per month volunteering with Ulster GAA:

- 4 hours a month attending Ulster GAA meeting
- 2 hours a month travelling to and from meetings and events (dependent on location of volunteer)
- Occasionally invited to events, functions, external meetings – these are all optional
- Additional hours will be required for those who sit on more than one committee
- Sub-committees may be set up from time to time, this will increase volunteers' time commitment by 4 hours per month.



## Role/Ról: Committee Chairperson/Cathaoirleach an Choiste

A Committee Chairperson has been entrusted with responsibility for “leading” the Ulster GAA Committee to contribute to the delivery of Ulster GAA’s Strategic Plan: A Future for All (<https://ulster.gaa.ie/council/strategic-plans/>).

The Committee Chairperson’s leadership should encourage participation by all the volunteers in decision making and acknowledge the roles of others. Ideally the Committee Chairperson should be someone who has time to put genuine effort into the role, has a clear understanding of the importance of the GAA in their local community and has the necessary knowledge of the administration and workings of the GAA at Club, County, Provincial and Central level. It is vitally important that the Committee Chairperson always acts with integrity and ensures that he/she has the respect of their fellow officers and delegates. The Committee Chairperson needs to develop an overview of the committee and Ulster Council’s objectives over their term of office so that he/she can facilitate good decision-making and identify and address conflict if it arises.

### Skills required to be a Chairperson

- Enthusiasm
- Organisational abilities
- Timekeeping
- Decision Making
- Confident at public speaking
- Leadership
- Integrity

**It is vitally important that the Chairperson acts with integrity at all times and ensures that he/she has the respect of their fellow officers and delegates**

### The Chairperson has prime responsibility for the following areas:

- Planning: Assisting with the strategic direction of Ulster GAA and ensuring the Committee has a vision in line with Ulster GAA’s Strategic Plan.
- Delegation: Ensuring the committee members are aware of their roles and responsibilities within Ulster GAA, in addition to delegating special projects
- Overall Management: Working with the Committee Secretary and Ulster GAA Servicing Officer (staff) to ensure that the day-to-day tasks are carried out.



## The duties of the Chairperson are:

1. Chairing all Committee meetings. In the event of tied vote the Chair shall have the casting vote.
2. Represent the Ulster GAA as and when required.
3. Oversee and guide all decisions taken by the committee.
4. Liaise with the Committee Secretary on the agenda for each meeting and review the minutes before they are circulated.
5. Be completely familiar with the Official Guide, Club Constitution and GAA Committee procedures.
6. Be aware of current Safeguarding and Child Protection legislation and GDPR legislation
7. Sign the minutes of previous meetings
8. If unable to attend any committee meeting, a written report should be sent to the meeting and the Committee Vice-Chair briefed on the Agenda

## Time Commitment

Committee Chairpersons should expect to spend at least 15 hours per month volunteering with Ulster GAA:

- 4 hours a month to hold committee meeting
- 2 hours a month preparing for committee meeting
- 4 hours a month attending Ulster GAA meeting
- 5 hours a month travelling to and from meetings and events (dependent on location of volunteer)
- Occasionally invited to events, functions, external meetings – these are all optional
- Additional hours will be required for those who sit on more than one committee
- Sub-committees may be set up from time to time, this will increase volunteers' time commitment by 4 hours per month.



## Role/Ról: Committee Vice Chair/Leaschathaoirleach an Choiste

The post of Committee Vice-Chairperson should be regarded as a training post of a future Committee Cathaoirleach. The Committee Vice-Chairperson should be given specific duties apart from the obvious one of taking the place of an absent Cathaoirleach, such as being nominated Cathaoirleach of a Sub-Committee or taking responsibility for assisting the Chairperson in developing links with other local community groups.

### Duties of Vice Committee Chairperson include:

- Stands in for the Committee Chair when necessary
- Usually chairs an important Sub-Committee
- Is usually seen as the Committee Chair-in-waiting
- Contributes at County level as appropriate

### Time Commitment

Vice Chairs should expect to spend at least 15 hours per month volunteering with Ulster GAA.



## Role/Ról: Committee Secretary/Rúnaí an Choiste

The main purpose of the Committee Secretary is that of principal administrator for the committee. The Committee Secretary carries out or delegates all of the administrative duties that enable the committee and its members to function effectively. The Secretary will work closely with the Committee Chairperson, Servicing Officer (Staff) and relevant Ulster GAA staff.

The role of the Secretary includes effective communication skills and a good knowledge of the Official Guide, County and Provincial byelaws. A good Committee Secretary is vital to the successful management of the Committee.

The role of Committee Secretary is diverse and varied and they will often be at the forefront of a mix of duties all of which are as important as each other.

### Meetings

- Committee Meetings should be held once a month, on a specific day
- The Committee Secretary calls the meeting, an agenda and minutes of the previous meeting should be sent to the committee members at least three days in advance, the Committee Secretary and all committee members should be proficient in the use of ICT and all correspondence should where possible be done by email. Ulster GAA staff help service all committees and will assist the Committee Secretary with typing up minutes, sending out meeting notices etc..

### The qualities to be good a Committee Secretary are the ability to:

- Be methodical and reliable
- Demonstrate effective Communication skills
- Be Impartial
- Apply good planning
- Apply useful organisation skills
- Be able to maintain confidentiality
- Execute a reasonable knowledge of the Irish Language.



### **The duties of the Committee Secretary are:**

- Receiving and dealing with all correspondence.
- Attending meetings to represent Ulster GAA
- Organising and attending Committee Meetings.
- Taking and distributing minutes and maintaining accurate records.
- Ensuring meeting action points are carried out.

### **Things to Remember:**

- You need to be motivated to do a good job.
- You need to be well organised and conscientious.
- All correspondence must be dealt with quickly.
- Follow meeting guidelines to ensure they are productive.
- Remind yourself that the important thing about keeping records is keeping the right records and being able to find them quickly and easily.
- Have hard paper copies, store on a computer and have back up facilities available.

### **Time Commitment**

Committee Secretaries should expect to spend at least 15 hours per month volunteering with Ulster GAA:

- 2 hours a month preparing for committee meeting
- 4 hours a month attending Ulster GAA meeting
- 5 hours a month travelling to and from meetings and events (dependent on location)
- Occasionally invited to events, functions, external meetings – these are all optional
- Additional hours will be required for those who sit on more than one committee
- Sub-committees may be set up from time to time, this will increase volunteers' time commitment by 4 hours per month.

**A good Secretary is vital to the successful management of the Committee.**

## Role/Ról: Committee Member/Ball an Choiste

Ulster GAA Committee members are designated members to our 28 committees. Ulster GAA welcomes contribution from volunteers with relevant experience and knowledge to sit on committees.

Ulster GAA Committee members make an important contribution to the Association by leading on specific issues relating to the organisation. Committee Members are responsible for researching issues and making recommendations. Final decision making however lies with Ulster Council Delegates and Management Committee.

### Responsibilities of Ulster GAA Committee Member include:

- Expressing their opinion and insights on a range of issues
- Exploring various issues
- Making suggestions or recommendations

### Skills required:

- Keen assessor to assess issues
- Good public speaker, well able to articulate views and opinions
- Ability to make recommendations and suggestions
- Ability to maintain confidentiality and deal with sensitive information
- Knowledge of club, county and provincial bye-laws and systems



### Time Commitment

An Ulster GAA Delegate should expect to spend at least 6 hours per month volunteering with Ulster GAA.

- 4 hours a month attending Ulster GAA committee meeting
- 2 hours a month travelling to and from meetings and events (dependent on location)
- Occasionally invited to events, functions, external meetings – these are all optional
- Additional hours will be required for those who sit on more than one committee
- Sub-committees may be set up from time to time, this will increase volunteers' time commitment by 4 hours per month.

Those members who are delegates as well as committee members should add a further 6 hours a month on volunteering duties.



## Role/Ról: Ulster GAA Volunteers/Oibrithe Deonacha CLG Uladh

Ulster GAA Volunteers assist with the delivery of competitions, events and programmes. Roles and responsibilities are varied and include our stewards, matchday/event volunteers and programme volunteers. Our Ulster GAA Volunteers are crucial to the success of delivering high quality, safe and enjoyable events and programmes. Ulster GAA Volunteers are recruited from Clubs and County Boards and anyone interested in joining our volunteer team will be respectfully considered.

### Responsibilities of an Ulster GAA Volunteer include:

- Helping to deliver key events as per the volunteering opportunity
- Represent Ulster GAA through your volunteering role at key events
- Help ensure safety procedures are adhered to, as per event briefing
- Provide feedback on any issues that may arise to Event Manager
- Undertake relevant training, if/when required
- Any volunteer role working with children, young people or vulnerable groups will be required to adhere to the GAA Code of Behaviour, complete the required AccessNI/Garda Vetting, Safeguarding training and any other training relevant to the role in advance of commencement of position. Renewal of Vetting and Safeguarding training will be required every 3 years.

### Skills Required:

- Good time-keeping
- Good communication skills, especially interpersonal skills dealing with people
- Be Enthusiastic and friendly
- Willingness to undertake necessary training

### Time Commitment

The time commitment for Ulster GAA Volunteers will vary greatly depending on the programme/event/role. This time commitment will be communicated directly with the volunteer during the volunteer briefing.



## Recruitment/Earcaíocht

Ulster GAA welcomes all volunteers, regardless of gender, race, age, political beliefs, or background. We do however require all our volunteers to:

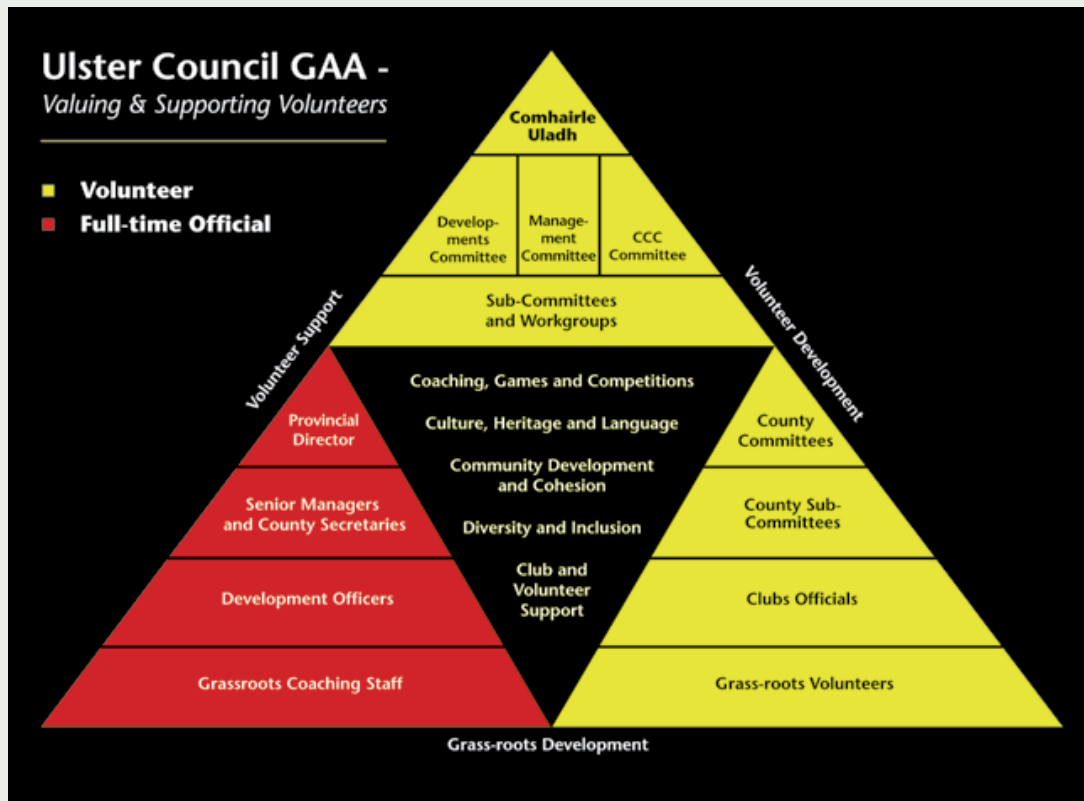
- Sign up to our vision and mission, as stated on page 3.
- Be registered members of the GAA. Membership is managed through our official membership platform, Foireann ([www.foireann.ie](http://www.foireann.ie))
- Adhere to the GAA Code of Conduct (Rule 1.12 of Official Guide), which sets out the basic principles that establish standards of behaviour for all who attend our events or participate in the GAA, including all Ulster GAA Volunteers (<https://www.gaa.ie/api/pdfs/image/upload/ectlzpvl71cp2lpjd7my.pdf>)
- All volunteers must adhere to the GAA Code of Behaviour (Underage) (Rule 1.11 (c) of Official Guide). This is a mandatory Code of Behaviour for all Gaelic Games Associations in our work with underage participants. (<https://www.gaa.ie/the-gaa/child-safeguarding-and-protection/code-of-behaviour>)
- Treat all information to include personal data of, for example, other volunteers, members, players, committee members etc in the strictest of confidence and in compliance with the GAA's obligation to comply with the requirements Data Protection legislation to include the General Data Protection Regulation



## Selection Process

Ulster GAA recruits volunteers which have a direct role with Ulster GAA, while there are also opportunities available through county boards and at club level.

The diagram below illustrates the volunteer structure of Ulster GAA and how employed members of staff fit into that structure.



The top yellow triangle illustrates Ulster GAA volunteers, the red triangle to the left represents paid staff members and the yellow triangle to the right demonstrates volunteers at county and club level.

People interested in volunteering at county and club level should contact their local county board or local club to find out about volunteering opportunities.

The following volunteering opportunities are available with Ulster GAA:

- Ulster Council Delegates
- Ulster Council Committee Volunteers
- Ulster GAA Volunteer (Specific Event/Programme)

## **Guidelines for selection of Ulster Council Delegates:**

### **Essential**

Be a registered member of the GAA according to Rule 4.1 Official Guide which states: *Elective Office Only a Full Member who has paid their annual Club subscription on or before the 31st March in a membership year shall be entitled to be nominated for or elected to any Elective Office referred to in the Official Guide arising in the same membership year. The onus is on the member to prove the member has paid their membership subscription.*

Selection by County Board to represent your county at Ulster GAA Council

### **Desirable**

- Good communication skills, including oral and written
- Ability to articulate the views of the wider county board
- Knowledge and involvement in County Board matters
- Experience of volunteering at all levels of GAA including club and County
- Experience participating in meetings and involved in decision-making process
- Knowledge of the work of the GAA and Ulster GAA Council

Each County Board is requested to select two volunteers to represent the county at Ulster GAA Council and become full Ulster Council Volunteers. This may be for a period of between 1 to 3 years.

## **Guidelines for selection of Ulster Council Committee Volunteers:**

### **Essential**

Be a registered member of the GAA according to Rule 4.1 Official Guide which states: *Elective Office Only a Full Member who has paid their annual Club subscription on or before the 31st March in a membership year shall be entitled to be nominated for or elected to any Elective Office referred to in the Official Guide arising in the same membership year. The onus is on the member to prove the member has paid their membership subscription.*

### **Desirable**

- Good knowledge and understanding of the Committee's area of responsibility
- Good communication skills, including oral and written
- Ability to articulate the views of the wider county board
- Knowledge and involvement in County Board matters
- Experience of volunteering at all levels of GAA including club and County
- Experience participating in meetings and involved in decision-making process
- Knowledge of the work of the GAA and Ulster GAA Council

Ulster Council Committees are usually made up of Ulster Council Volunteers, but at times people can be appointed to these committees from outside the Ulster Council Volunteer base, if it is deemed they have necessary expertise/knowledge in the committee's area of responsibility.

## Ulster GAA Volunteer (Specific Event/Programme)

Ulster GAA regularly recruits volunteers to assist with specific events and/or programmes. Anyone wishing to volunteer their time to help with the work of Ulster GAA will be respectfully considered, the following selection criteria will apply:

- Volunteers should identify specific role or project which they wish to be involved in
- Ability to demonstrate experience and knowledge of the required role
- Commitment to the core values of Ulster GAA
- Clearly illustrate an understanding and knowledge of the work of Ulster GAA
- Evidence of involvement in GAA at club level

## Volunteer Recognition Ag tabhairt aitheantais d'oibrithe deonacha

Ulster GAA values all our volunteers who contribute significantly to our vision in delivering Gaelic Games and activities across Ulster. We regularly recognise our volunteers, in the following ways:

- Championship Match Programmes – Valuing Volunteer Section
- Social Media Thank you posts
- Online case studies promoting the role of volunteers in Ulster
- Ulster President Awards take place annually to reward outstanding volunteers
- Ulster GAA Young Volunteer of Month
- Sports Inspire Awards Programme recognises outstanding youth volunteering in sport





## Training Opportunities/Deiseanna Traenála

Ulster GAA is committed to the personal and professional development of all our volunteers, firstly to ensure that they have the knowledge and capacity to carry out their role volunteering with Ulster GAA and also so that our volunteers can benefit from being part of the organisation. For that reason, we offer all our volunteers the opportunity to attend training courses on a wide variety of issues.

We offer a wide range of training which our volunteers can avail of, including:

- Coaching and Games Development
- Club Development
- Volunteer Development
- Role Specific Training (Induction)
- Safeguarding
- Health & Wellbeing
- Health & Safety
- GAA for ALL
- Irish Language and Culture

All our courses are FREE for our volunteers and are widely promoted on our online networks and many are also available on the GAA's E Learning Platform, Tobár (<https://learning.gaa.ie/>)

In addition to this Ulster GAA is open to any suggestions for training courses suitable for our volunteers – all requests will be respectfully considered.



## Appendices

### Ulster GAA Volunteer Policies

1. Ulster GAA – Travelling & Expenses Claim Form
2. Ulster GAA Volunteer Equal Opportunities Policy
3. Ulster GAA Volunteer Monitoring Questionnaire
4. Ulster GAA Volunteer Health and Safety Policy
5. GAA Code of Conduct

<https://www.gaa.ie/api/pdfs/image/upload/ectlpvl71cp2lpjd7my.pdf>

1. GAA Code of Behaviour (underage)

<https://www.gaa.ie/the-gaa/child-safeguarding-and-protection/code-of-behaviour>

## Ulster GAA Volunteer Expenses

Ulster GAA reimburses volunteers' out of pocket expenses for travel when claims are submitted electronically on a standard Volunteer Expenses Claim Form. Claim forms are in excel format and volunteers can get a form from Ulster GAA's Finance Department:

- [Brian.mallon.ulster@gaa.ie](mailto:Brian.mallon.ulster@gaa.ie)
- [Ruairi.cunningham.ulster@gaa.ie](mailto:Ruairi.cunningham.ulster@gaa.ie)
- [Paul.sanders.ulster@gaa.ie](mailto:Paul.sanders.ulster@gaa.ie)

Where volunteers are asked to volunteer for more than 5 hours, volunteers can claim for a £10 meal voucher, if a meal is not provided, through their Volunteer Expenses Claim Form.

All expenses claims should be submitted electronically to [brian.mallon.ulster@gaa.ie](mailto:brian.mallon.ulster@gaa.ie) at the end of each month.



# Ulster GAA Volunteer Equal Opportunities Policy

## INTRODUCTION

Ulster GAA is committed to the promotion of equality of opportunity. We are opposed to all forms of unlawful and unfair discrimination, both direct and indirect. The aim of this policy is to help all volunteers develop their full potential and ensure that the talents and resources of the volunteer base are fully utilised.

Ulster GAA will treat all volunteers equally, irrespective of:

- gender, gender re-assignment, marital or family status
- religious belief or political opinion
- Disability
- race or ethnic origin
- Nationality
- sexual orientation
- age

All volunteers will be treated fairly. Selection for roles, training or any other benefit will be on the basis of aptitude and ability.

The organisation will promote a good and harmonious environment where all men and women are treated with respect and dignity. No form of intimidation or harassment will be tolerated.

Breaches of the equal opportunities policy and practice will be regarded as misconduct and could lead to disciplinary action.

## IMPLEMENTATION

The Secretary of Comhairle Uladh has specific responsibility for the effective implementation of this policy. All managers and supervisors also have responsibility for implementing aspects of the policy. The organisation expects all staff and volunteers to abide by the policy and help create the equality environment that the policy seeks to establish.

This policy will be communicated to all staff and volunteers.

Appropriate training will be provided for staff and volunteers on equality and diversity when appropriate.

## MONITORING AND REVIEW

The provision of equality of opportunity will be monitored by the collection of information on volunteers. This will include, as a minimum, information on age, ethnic background, gender



and status as a disabled person. The organisation may also decide to collect additional information such as community background, marital and family status, but will not seek information on the sexual orientation of volunteers.

Progress on the implementation of this policy and the equal opportunities programme will be reviewed annually in consultation.

## **COMPLAINTS**

Volunteers who believe they have been subject to any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures. All complaints of discrimination will be dealt with seriously, promptly and in complete confidence.

These internal procedures do not replace or detract from a volunteer's right to pursue a complaint under any relevant legislation.

The organisation will make every effort to ensure that volunteers making complaints will not be victimised. Any complaint of victimisation will also be dealt with seriously, promptly and in complete confidence and may result in disciplinary action against the offender which may lead to suspension.

# Ulster GAA Equal Opportunities Monitoring Form

## INTRODUCTION

Ulster GAA is committed to promoting equality and diversity. It is our policy to provide equality to all, irrespective of gender, including gender reassignment, marital or civil partnership status, having or not having dependants, religious belief or political opinion, race, disability, sexual orientation, and age.

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees, and others who work and volunteer for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training, or any other benefit will be made objectively.

Under the Fair Employment Legislation, we have a legal duty to monitor background of our workforces. However, it is optional for volunteers to provide this information. If you wish to complete this monitoring form please indicate the following:

### Community Background:

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. Please indicate the community to which you belong or are perceived to belong to, by ticking the appropriate box below:

- Protestant Community
- Roman Catholic community
- I am not a member of either the Protestant or the Roman Catholic communities

### Country of Birth

My country of birth is:

National Identity (E.g. Irish. Northern Irish, English, British, Polish, Canadian, etc.)

My national identity is:

### Ethnic Group

Please indicate which of the following applies to you:

- White  Chinese
- Irish Traveller  Roma
- Indian  Filipino
- Black African  Black Other

Mixed ethnic group (please state which):

Any ethnic group not mentioned above (please state which):

- I prefer not to answer any of the above questions

## Gender Identity

What best describes your gender identity?

Male

Female

Non-binary

I prefer to self-describe as:

Is this gender identity the same as your sex at birth?

Yes  No  I prefer not to say

## Age

Please state your date of birth:

I prefer not to say

D D M M Y Y Y Y

## Disability:

Under the Disability Discrimination Act 1995 a person is considered to have a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. Do you consider that you meet this definition of disability?

Yes            No

If you have answered yes, please state the nature of the impairment:

## Sexual Orientation

Please indicate your sexual orientation by ticking the appropriate box below:

I am straight (heterosexual)

I am gay or lesbian

I am bisexual

I prefer to self-describe as: \_\_\_\_\_

I prefer not to say

## Marital or Civil Partnership Status

Please indicate your marital or civil partnership status:

Single (never married or in a civil partnership)

Married or in a civil partnership

Separated (but still married or in a civil partnership)

- Divorced, or formerly in a civil partnership that is now legally dissolved
- Widowed, or surviving partner from a registered civil partnership
- I prefer not to say

### **Dependants and Caring Responsibilities**

Do you have dependants or caring responsibilities for family members or other persons?

- Yes  No  I prefer not to say

If you answered 'yes', are your dependants or the people you look after (you may tick more than one box)

- A child or children
- Disabled person or persons
- An elderly person or persons
- Other
- If other, please describe who you are caring for:

- 
- I prefer not to say

Thank you for completing this form. The information you supply will be treated in the strictest confidence and will only be used for monitoring our equality of opportunity in volunteering with Ulster GAA.

# Ulster GAA Volunteer Health and Safety Policy

## INTRODUCTION

Ulster GAA fully recognises and accepts its responsibility to provide a safe and healthy volunteer base. As far as is practicable, it will provide a risk free environment for all volunteers who may be affected by the organisation's activities.

The organisation will take all reasonable, practicable steps to meet this responsibility, paying particular attention to:

- providing and maintaining safe plant and equipment
- ensuring the safe handling and use of substances
- providing information, instruction and supervision to enable all volunteers to avoid hazards and contribute positively to their own health and safety
- ensuring that premises are safe and that there are safe ways to get in and out
- providing adequate and relevant training for volunteers

The organisation will consult frequently with volunteers on matters affecting their health and safety.

A copy of this policy will be made available to all volunteers. Any subsequent revisions will be brought to everyone's attention.

## VOLUNTEER RESPONSIBILITIES

The successful implementation of this policy requires the cooperation of all volunteers. Each volunteer is required to take reasonable care for their health and safety, and the safety of others who may be affected by their activities whilst volunteering. Volunteers are also expected to co-operate with staff on health and safety matters and not to interfere with anything provided to safeguard their health and safety.

Volunteers should report any health and safety concerns to their supervisor at the earliest opportunity.

## RISK ASSESSMENTS

The organisation will conduct regular reviews of the risks to the health and safety of volunteers. Any significant findings will be recorded and action will be initiated to eliminate, avoid or reduce each risk as far as is reasonably practicable.

## PLANT AND EQUIPMENT

Within their area of responsibility, each line manager will develop a maintenance plan and logbook of the checks carried out for each item of plant and equipment that requires regular upkeep, to ensure all volunteers are protected when using equipment.

All officers authorised to make purchases will check that any new plant and equipment meets all relevant health and safety standards before placing an order.

## **FIRST AID**

The organisation undertakes to ensure, in so far as it is reasonably practicable, that any volunteer suffering from injury or illness during volunteering time will be cared for competently and safely until professional medical assistance is obtained.

Suitable equipment and facilities for providing first aid will be available. When necessary, volunteers will be encouraged on a voluntary basis to train and re-train as first aiders.

All accidents should be reported to the supervisors and recorded in the accident book.

## **FIRE AND EVACUATION**

The organisation will maintain and regularly review procedures for evacuating work premises in the event of fire or other emergency.

Fire alarms will be tested on a weekly basis and emergency evacuation procedures will be tested at least every three months on a random basis.

## **SMOKING**

The organisation has a no-smoking policy. Smoking will only be permitted in designated areas.

## **SAFE HANDLING AND USE OF SUBSTANCES**

As required by the Control of Substances Hazardous to Health Regulations 2002, the organisation will regularly assess the risk to health and safety of substances that are used such as adhesive, paint, cleaning agents and solvents.

## **TRAINING**

All volunteers will receive health and safety training as part of their induction to the organisation.

Training will be provided to volunteers when health and safety risks change or if skills require updating. When required, training will be provided in specific areas such as working with visual display units (VDUs), handling heavy objects, driving, or working with hazardous substances.

Records will be kept to show that volunteers have received training and for monitoring purposes, so that refresher training can be given when required.

## **CONTACTS**

Key personnel who can be contacted regarding health and safety matters are listed below:

Name	Designation/Responsibility	Telephone Number
Stephen McGeehan	Health & Safety	02837521900



**Ulster Council GAA**  
**Comhairle Uladh CLG**  
Ceannáras Uladh  
8 – 10 Market Street  
Armagh  
BT61 7BX

**T** (0044) 28 37521 900

**F**:(0044) 28 3752 8092

**E:** [info.ulster@gaa.ie](mailto:info.ulster@gaa.ie)

**W** [www.ulster.gaa.ie](http://www.ulster.gaa.ie)

