

**Down GAA**

**CUMANN LÚTHCHLEAS GAEL**



**[www.downgaa.net](http://www.downgaa.net)**

**Cathaoirleach/Chairperson**

**Maureen O'Higgins**

Email: [chairperson.down@gaa.ie](mailto:chairperson.down@gaa.ie)

Tel: 07748518994

The proposed role and duties of the Chairperson are:

1. The Chairperson is the principal officer on the County Committee with responsibility for planning, organising and managing the affairs of the GAA in the County. The Chairperson must be a leader with vision in how to progress the Association. The Chairperson plays a key role in ensuring that County Committee meetings function effectively and efficiently, in accordance with the Down GAA County Executive Code of Conduct Policy, and when decisions are taken, they are acted upon.
2. Chair all County Board & County Executive Meetings, County Clubs Meetings, County Emergency Meetings and Annual County Conventions. In the event of tie vote at any of the above meetings, the Chair shall have the casting vote.
3. Be familiar with and oversee the implementation of County Policies, Officer Responsibilities and Remit and Responsibilities of County Sub-Committees.
4. Play a leadership role in the county. Articulate a vision on how the GAA will progress within the county. Represent the county at various meetings and events, and report to the County Committee on all matters of interest.
5. Be familiar with the GAA Official Guide, (An Treoraí Oifigiúil), County Bye-Laws and GAA Committee procedures. Uphold the mission, vision and values of the GAA and ensure the Association policy is implemented in the County.
6. Appoint members to sub-committees within the county.
7. Oversee the development and implementation of the County Strategic Plan, ensure that an annual Games Development Plan is in place in the County and that the County operates to the GAA National Strategic Plan.
8. In liaison with the County Secretary, oversee the work of all County Officers.
9. Oversee governance procedures within the County, including the operation of a County Risk Plan.
10. Liaise with the County Secretary on the agenda for each meeting and review the minutes before they are circulated. Similarly plan for Annual County Convention.
11. Liaise with the Treasurer to ensure that the County Executive / County Committee approve all funds and ensures that they are spent properly and in the best interests of the County.

**Down GAA**

**CUMANN LÚTHCHLEAS GAEL**



**[www.downgaa.net](http://www.downgaa.net)**

12. Be aware of current issues that might affect the Association / County and be its spokesperson on appropriate, seeking help and advice from the County Secretary, PRO or other relevant officers if required.
13. Seek approval for, and sign the minutes of previous meetings.
14. Be a cheque signature on bank mandate.
15. Play a pro-active lead and support role for the Ballykinlar Development Project, serving as ex-officio on the Down GAA Ballykinlar Advisory Board & on project board.
16. Encourage pro-active liaison and integration with Down Camogie and Down LGFA.
17. Oversee County Committee relationship with Club Down and the Down Supporters Club.
18. With the County Secretary, co-ordinate county matters in relation to the operation of Pairc Esler.
19. To attend County Audit & Risk Committee meetings as a non-voting County Board official.

**Down GAA**  
**CUMANN LÚTHCHLEAS GAEL**



**www.downgaa.net**

**Leas Cathaoirleach/Vice-Chairperson**

**Patrick Savage**

**Email: [vicechairperson.down@gaa.ie](mailto:vicechairperson.down@gaa.ie)**

**Tel: 07719984030**

The proposed duties of the Vice-Chairperson are:

1. Deputise for the County Chairperson when required.
2. Be familiar with and assist with the oversight of the implementation of County Policies, Officer Responsibilities and Remit and Responsibilities of County Sub-Committee.
3. Be familiar with GAA Official Guide (An Treorai Oifguill), County Bye-Laws and GAA Committee procedures.
4. Act as Chairperson of the County Competitions Control Committee (CCC).
5. Liaise with the Fixture Analyst to ensure compliance with Rule 3.20.
6. Represent CCC at Hearings inside or outside the County.
7. Co-ordinate the return of Trophies to the County Office and to ensure that all Trophies are ready for presentation on the appointed day
8. Co-ordinate the Presentation of Trophies on Match Days.
9. Attend County Audit & Risk Committee Meetings as a non-voting County Board official.
10. Provide reports to the County Committee.
11. To fulfill any role when asked on the Ballykinlar Project Advisory Board and Project Board.

**Down GAA**  
**CUMANN LÚTHCHLEAS GAEL**



**www.downgaa.net**

**Rúnaí/Secretary**

**Sean Og McAteer**

**Email: [secretary.down@gaa.ie](mailto:secretary.down@gaa.ie)**

**Tel: 07739700705**

The proposed role and duties of the County Secretary are:

1. The County Secretary is the chief administrator in the county (with a full-time employment contract from National GAA at Croke Park), responsible for the day-to-day management of the County Committee activities.
2. The Secretary has a key role to play in ensuring that effective communication exists between all county committee officers and between the county committee and the clubs of the county.
3. The Secretary must enhance the Association's activities by working with officers of the County Committee, sub-committees and subsidiary boards and help form a collective vision for the county to meet the challenges faced by the Association.
4. As a full-time employee, the County Secretary is a non-voting member of the County Executive and County Committee and reports to County Chairperson, County Board and National HR Department at Croke Park.
5. Effective administration of the County affairs.
  - Be familiar with and oversee the implementation of Down GAA County Policies, Officer Responsibilities and Remit and Responsibilities of Sub-Committees.
  - Responsible for the day-to-day administration and coordination of the County Committee activities.
  - To maintain good communication lines with all clubs in the county
  - To ensure up to date records are kept of committee memberships
  - To maintain good communications with Ulster GAA Council, GAA Central Council and GAA Management.
  - To maintain good communications with local schools and relevant education authorities.
  - To maintain good communications with Local and Regional Government.
  - To respond to all correspondence in a timely manner
6. To support the development and implementation of the County Strategic Plan and support County Fixture plan
  - Along with the County Chairperson, ensure the county puts in place and implements a strategic plan.
  - Co-ordinate the development of a master fixture plan with CCC for the county each year
  - Work with the County GAA Games Development Manager to develop a County Games Plan each year

**Down GAA**  
**CUMANN LÚTHCHLEAS GAEL**



**[www.downgaa.net](http://www.downgaa.net)**

7. Maintain County Committee records. The County Secretary must ensure that all the following records are maintained:
  - Match dates, results, venue etc.
  - Membership and Player registration records
  - Record of all correspondence
  - Minutes of meetings
  - Along with the Treasurer and Development Officer to ensure all County property is vested in the GAA
8. The County 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 record minutes of County Committee meetings
  - To prepare for and organise the annual County Convention
9. Oversight of administration management of County Teams:
  - Agree plans for operation of County Teams, including kit and working with team liaison officers when relevant.
  - Be familiar with GAA/GPA arrangements and Players Charter and agreed Management and Background team Charter
  - Co-ordinate administration of fixtures re County teams including transportation, food, and accommodation, when relevant
  - Carry Out Match Day Duties as required, and Delegate Match Day Duties as required.
10. Be familiar with An Treoraí Oifigiúil and all County by-laws, GAA structures, rules, regulations, and procedures at all levels of the Association.
11. Co-ordinate oversight of the administration of the County Club Draw and work in close co-operation with the County Treasurer.
12. Organise and attend Annual General Meetings (County Conventions)/Emergency General Meeting and County Clubs Meeting.
13. Co-ordinate Down GAA response to a Critical Incident Plan.
14. Liaise directly with all other County officers and ensure they are familiar with their responsibilities.
15. Be a cheque signature on County bank mandate.
16. Maintain regular contact with County Board Members, Hurling Board, Handball Board, Down Camogie and Down LGFA.

**Down GAA**

**CUMANN LÚTHCHLEAS GAEL**



**[www.downgaa.net](http://www.downgaa.net)**

17. Co-ordinate administration of match tickets via the County office and work closely with County treasurer re match day tickets administered by County Board.
18. Co-ordinate update of core club information on County website in consultation with County PRO.
19. Support the implementation of the County Strategic Development Plan, County Games Development Plan and ensure the County operates to the GAA National Strategic Plan.
20. From a County perspective, oversee management of Pairc Esler and related Health & Safety plans for all grounds within the County.
21. Play lead role in Down GAA Ballykinlar Development Project and act as Servicing Officer to the Down GAA Ballykinlar Project Advisory Committee and SRO Project Board.
22. Along with County Chairperson and Treasurer, liaise with Club Down and Down Supporters Club.
23. Support County Chairperson in implementing governance procedures, supporting Audit & Risk Committee and co-ordinating County Risk Register.

**Down GAA**  
**CUMANN LÚTHCHLEAS GAEL**



**www.downgaa.net**

**Leas-Rúnaí/Assistant Secretary**

**Ryan Kelly**

**Email: [assistantsecretary.down@gaa.ie](mailto:assistantsecretary.down@gaa.ie)**

**Tel: 07894347411**

The proposed role and duties of the Assistant Secretary are:

1. To support the County Secretary in his duties as far as possible.
2. To act as Secretary of the County Competitions Control Committee (CCC)
  - In that role to act in a fair and proper manner for the Clubs of the County.
  - To be the sole point of contact in relation to requests regarding Fixtures under the remit of CCC.
  - To meet bi-monthly with the Fixtures Secretary of the Development CCC and the Hurling Fixtures co-ordinator.
  - To coordinate the Championship Fixture Programme with the Runaí Coiste Chontae.
  - To represent CCC on the County Integration Committee.
  - To ensure that the Fixture Calendar when agreed at County Committee is then adhered to by all parties.
  - To attend Hearings where required
3. To be familiar with the Treoraí Oifigiúil, Competition Regulations and Down County Bye- Laws.
4. Deputise for the Secretary when necessary.
5. Be familiar with County Policies, Officer Responsibilities and Remit & Responsibilities of County Sub-Committees.

**Down GAA**  
**CUMANN LÚTHCHLEAS GAEL**



**www.downgaa.net**

**Cisteoir/Treasurer**

**Diarmuid Cahill**

**Email: [treasurer.down@gaa.ie](mailto:treasurer.down@gaa.ie)**

**Tel: 07718205764**

The proposed role and duties of the Treasurer are:

1. Ensure that all financial matters within the County are managed correctly and efficiently. He/she must ensure that proper books of accounts along with proper controls and procedures are in place and adhered to. He/she should have ultimate responsibility for the financial matters of all other county sub-committees, and he/she reports to County Committee.
2. Ensure proper financial records and procedures are maintained
  - To oversee and present accounts and financial statements to the Audit & Risk Committee and the County Committee on a quarterly basis.
  - To ensure that appropriate accounting procedures and controls are in place and adhered to in relation to all financial matters.
  - To provide lead administration support and liaise with the County Audit & Risk Committee, attending meetings as a non-voting County Board official.
  - To ensure that the accounts are audited and meet the auditing standards required.
  - To ensure any recommendations of the auditors are implemented.
  - To liaise with other committee members about financial matters.
  - To ensure compliance with relevant legislation.
  - To advise on the fundraising strategy of the County Board.
  - Use all accounting software approved by the National Finance Committee.
3. Financial planning and reporting.
  - To prepare a detailed county financial budget at the beginning of each year, which should be agreed and accepted by the County Audit & Risk Committee and the County Committee and all other sub-committees and forwarded to the National Finance Committee.
  - To advise the County Committee of the financial implications of strategic and operational plans.
  - To provide accurate and up to date assessment of the county's finances at county committee meetings & Coiste Banisti.
  - To make presentations of accounts at the County Convention
  - To monitor and be responsible for the accounts of Supporters Clubs.
  - To liaise with club treasurers on their roles and responsibilities in the club
  - To arrange for training of club treasurers
  - To review the financial statements of all Clubs affiliated to the County Committee.
  - Attend meetings as required of the National Finance Committee
  - To represent the County at Meetings regarding Finance at National and Provincial Level.
  - To liaise with the County Board Auditors to produce 6 month and Annual accounts.
  - To act as Joint Treasurer for Club Down and as Treasurer for the Down Supporters Club.



**Down GAA**

**CUMANN LÚTHCHLEAS GAEL**



**[www.downgaa.net](http://www.downgaa.net)**

4. Knowledge:
  - Have a good background in finance.
  - Have experience of Committee involvement/people management
  - Have sound knowledge of the Association
  - Be familiar with GAA Official Guide (An Treoraí Oifigiúil), County Bye-Laws and GAA Committee procedures.
  - Be familiar with County Policies, Officer Responsibilities and Remit and Responsibilities of County Sub-Committees.
5. Act as a signatory on all county bank accounts.
6. With the Chairperson, Secretary and Vice-Chairperson, make required decisions between County Executive Meetings.
7. Oversee Down GAA Clubs Draw for County, in association with County Secretary and Clubs Draw Coordinator
8. Co-ordinate in association with the County Secretary, the GAA, Players Injury Scheme for the County.
9. Support the implementation of the County 5-year Strategic Development Plan.
10. Along with County Secretary and Development Officer, ensure all County property is vested in GAA.
11. Support the financial elements of Ballykinlar Project and serve on the Down GAA Ballykinlar Project Advisory Board as an ex-officio member & project board.

**Down GAA**  
**CUMANN LÚTHCHLEAS GAEL**



**[www.downgaa.net](http://www.downgaa.net)**

**Cisteoir/Assistant Treasurer**

**Michael O'Rourke**

**Email: [assistanttreasurer.down@gaa.ie](mailto:assistanttreasurer.down@gaa.ie)**

**Tel: 07846377682**

The proposed duties of the Assistant Treasurer are:

1. To support the Treasurer in the production of the Annual Budget.
2. To act with the Runaí to coordinate the venues for Club Championship Fixtures.
3. To coordinate the management of gates at all fixtures - Club and County.
4. To be a member of the County Planning and Physical Development Committee.
5. To ensure that All Clubs submit their Club Accounts in accordance with Rule.
6. Be familiar with GAA Official Guide (An Treoraí Oifigiúil) and County Bye-Laws.
7. Be familiar with County Policies, Officer Responsibilities and Remit and Responsibilities of County Sub-Committees.

**Down GAA**  
**CUMANN LÚTHCHLEAS GAEL**



**www.downgaa.net**

**Oifigeach Caidreamh Poiblí/Public Relations Officer**

**Paula Magee**

**Email: [pro.down@gaa.ie](mailto:pro.down@gaa.ie)**

**Tel: 07753987224**

The proposed duties of the Public Relations Officer are:

1. To promote the GAA in the County and to present a positive image of the Association and our games. He/she should establish relations with all local media and should provide regular updates on fixtures, results, and information on all other GAA activity in the County.
2. The PRO should also work closely with the County Secretary and communicate with clubs on communication issues and reports to the County Committee.
3. Promote the GAA
  - Use every opportunity to promote the GAA in the county with the local media including county and club games and all other GAA activity.
  - Provide the media with timely and regular updates of club and county fixtures and results
  - Ensure the county is well presented.
  - Be familiar with County Policies, Officer Responsibilities and Remit and Responsibilities of Sub-Committees.
  - Along with County Treasurer and County Office to finalise arrangements for Down GAA TV.
4. Relationships with the media
  - Establish a positive working relationship with the local media
  - Respond to media queries in an efficient and timely manner
  - Present Association policy in a positive manner
  - To act as a Spokesperson for the County with the Media
  - To co-ordinate all post-match press briefings at home games in League and Championship
5. Match Programmes and advertising
  - Coordinate the production of match programmes for either online or in print club and inter-county games
  - Liaise with all key groups (team managers, sponsors, advertisers etc.)
  - To work with all County Team Managers to ensure that the deadlines set for Teams for Programmes are met.
6. County Website and social media
  - To manage and update the County GAA website on a regular basis with fixtures, results, and information regarding all GAA activity in the county and develop links with Facebook and Twitter
  - To be familiar with and implement GAA Social Media Policy and Guidelines

**Down GAA**

**CUMANN LÚTHCHLEAS GAEL**



**[www.downgaa.net](http://www.downgaa.net)**

- To engage a group of people to undertake Social Media Duties at Match Days in Football and Hurling.
  - To Manage Down GAA TV in conjunction with the County Treasurer.
  - Liaise with County IT officer on communications technology requirements.
7. Club Responsibilities
- Provide training and advice to clubs PROs regarding their roles and responsibilities.
  - Establish communication links with all club PRO's in the county.
8. Other Communications
- Promote communication principles as in a communications plan.
  - Attend meetings at national and provincial level as required.
  - To liaise with the County Fundraising Committee in regard to publicity requirements for any activities.
9. Knowledge:
- Have a very good working knowledge of IT
  - Have sound knowledge of the Association policies and procedures
  - From a brand and communications perspective, be familiar with County Risk Register.

**Down GAA**  
**CUMANN LÚTHCHLEAS GAEL**



**www.downgaa.net**

**Teachta don Ard-Chomhairle/Central Council Delegate**

**Conor Watson**

**Email: [ccdelgate.down@gaa.ie](mailto:ccdelgate.down@gaa.ie)**

**Tel: 07989382836**

The proposed duties of the Central Council Delegate are:

1. To represent the county on Ard Chomhairle.
2. To report to the County Committee on relevant matters from Ard Comhairle.
3. To promote Down GAA in a positive light at national level and to ensure that its venues are given consideration for national events and for financial support.
4. To promote Down Referees at national level and lead campaign for recruitment within Down.
5. To coordinate fundraising activities for Down GAA
6. To promote the project for a Down GAA Centre at Ballykinlar at Central Council Level.
7. Be familiar with GAA Official Guide (An Treoraí Oifigiúil) and County Bye-Laws.
8. Be familiar with County Policies, Officer Responsibilities and Remit and Responsibilities of County Sub-Committees.

**Down GAA**  
**CUMANN LÚTHCHLEAS GAEL**



**www.downgaa.net**

**Teachta don Chomhairle Uladh/Ulster Council Delegate 1**

**Mark Doyle**

**Email: [ulstercouncildelegate1.down@gaa.ie](mailto:ulstercouncildelegate1.down@gaa.ie)**

**Tel: 07821406045**

The proposed duties of the Ulster Council Delegate 1 are:

1. To represent Down at Ulster Council.
2. To report to the County Committee on relevant matters from Ulster Council.
3. To represent Down on CCC at Ulster Level and promote the use of our county venues where the need and opportunity may arise.
4. To support Down Clubs on any matters with regard to Development and Finance at Ulster Council.
5. Assist with the hospitality for visiting County Officers and guests on match days.
6. To promote Down Referees at Provincial Level and assist campaign for recruitment within Down.
7. To promote the project for a Down GAA Centre at Ballykinlar at Ulster Council Level.
8. Be familiar with GAA Official Guide (An Treoraí Oifigiúil) and County Bye-Laws.
9. Be familiar with County Policies, Officer Responsibilities and Remit and Responsibilities of County Sub-Committees.
10. Serve on County Finance Committee and assist the County Treasurer in production of reports for Coiste Banisti and County Committee.
11. Assist in preparing annual accounts

**Down GAA**  
**CUMANN LÚTHCHLEAS GAEL**



**www.downgaa.net**

**Teachta don Chomhairle Uladh/Ulster Council Delegate 2**

**Brendan Fitzpatrick**

**Email: [ulstercouncildelegate2.down@gaa.ie](mailto:ulstercouncildelegate2.down@gaa.ie)**

**Tel: 07787358686**

The proposed duties of the Ulster Council Delegate 2 are:

1. To represent Down at Ulster Council.
2. To report to the County Committee on relevant matters from Ulster Council.
3. To represent Down on Hearings at Ulster Level and to feedback on Good Practice to our own CCC or Hearings.
4. To guide Down Clubs in advance of any Hearings outside the County with advice on procedures and guidance to ensure our Clubs are fully aware of their brief in presenting at Hearings.
5. To represent Down on the Urban and Rural Group within Ulster Council and to ensure that Down clubs are fully informed on all initiatives.
6. Be familiar with GAA Official Guide (An Treoraí Oifigiúil) and County Bye-Laws.
7. Be familiar with County Policies, Officer Responsibilities and Remit and Responsibilities of County Sub-Committees.
8. Assist and co-ordinate with Assistant Treasurer and manage gate personnel for Down and Ulster matches.
9. Be a member of County Planning and Training Committee.

Down GAA  
**CUMANN LÚTHCHLEAS GAEL**



**www.downgaa.net**

**Oifigeach Chultúir/Cultural Officer**

**Gareth McGreevy**

**Email: [irishculturalofficer.down@gaa.ie](mailto:irishculturalofficer.down@gaa.ie)**

**Tel: 07786837198**

The proposed duties of the Cultural Officer are:

1. To chair the Irish and Culture Committee (including Scór) Committee.
2. Organise and manage Scór competitions.
3. To promote the use of *Teanga Gaeilge* at meetings under the auspices of Down GAA.
4. To liaise with the County PRO to ensure that County Publications have a good representation of *Gaeilge*.
5. To organise course(s) for county officers to allow them to enhance their knowledge and use of Irish.
6. Audit clubs on their promotion of *Teanga Gaeilge* and seek to address any deficiencies and/or needs.
7. Promote the use of county Scór competitors at county events and matches.
8. Ensure that all Scór records are up to date for Down GAA archives.
9. Be familiar with GAA Official Guide (An Treoraí Oifigiuil) and County Bye-Laws.
10. Be familiar with County Policies, Officer Responsibilities and Remit and Responsibilities of County Sub-Committees.
11. Explore the possible division of role between language and cultural.
12. Organise singers for our National Anthem for Down Championship games.



**Down GAA**  
**CUMANN LÚTHCHLEAS GAEL**



**www.downgaa.net**

**Designated Children's and Vulnerable Adults Officer**

**Seamus Ennis**

**Email:** [childrensofficer.down@gaa.ie](mailto:childrensofficer.down@gaa.ie)

**Tel:** 07368139002

The proposed duties of the Designated Children's and Vulnerable Adults Officer are:

1. Oversee and assist with the implementation of the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour (Underage), Annual Risk Assessment for Child Safeguarding and Child Safeguarding Statement.
2. Oversee and maintain the complaints procedures.
3. Attend the GAA workshop 'Good Practice & Child Protection' every three years.
4. Be familiar with current child protection legislation.
5. Understand the GAA Code of Ethics, child protection procedures, rules and regulations.
6. In the event of a complaint, ensure that the complaints procedures and process are adhered to.
7. Provide report(s) to County Committee.
8. Liaise with Ulster GAA Children and Vulnerable Adults Officer when appropriate.
9. Convene meetings of Code of Behaviour (Underage) Determining Committee, Hearings Committee and Appeals Panel as appropriate.

**Down GAA**  
**CUMANN LÚTHCHLEAS GAEL**



**www.downgaa.net**

**Oifigeach Oiliúna/Coaching Officer**

**Paddy Hardy**

**Email: [coachingofficer.down@gaa.ie](mailto:coachingofficer.down@gaa.ie)**

**Tel: 07845 993908**

The proposed duties of the Games Development/Coaching Co-ordinator are:

1. To chair the Coaching and Games Committee and develop an annual work programme for the committee.
2. To coordinate skills development initiatives within clubs.
3. Organise (with the HOG) a programme of education courses and workshops for Down GAA employed coaches.
4. To work with the HOG to ensure that Cúl Camps are organised and coordinated.
5. To examine how participation in our games can be enhanced.
6. To assess the coaching requirements of clubs to ensure that we are promoting the necessary courses and activities.
7. To develop a Coaching Games Development Plan for Down GAA as part of the strategic plan.
8. To examine the requirements for blitzes and GO Games activities.
9. Be familiar with GAA Official Guide (An Treoraí Oifigiúil) and County Bye-Laws.
10. Be familiar with County Policies, Officer Responsibilities and Remit and Responsibilities of County Sub-Committees.
11. To help with the staff recruitment and management of Head of Games and coaching staff.

**Down GAA**  
**CUMANN LÚTHCHLEAS GAEL**



**www.downgaa.net**

**Oifigeach Forbartha/Planning & Training Officer**

**Mark McCartan**

**Email: [planningandtraining.down@gaa.ie](mailto:planningandtraining.down@gaa.ie)**

**Tel: 07708097319**

The proposed duties of the Planning & Training Officer are:

1. To chair the County Planning and Physical Development Committee and to advise clubs on physical development and pitch maintenance where required.
2. To deliver training for Club Officers in accordance with the National Club Officer Training requirements and arrange for the delivery of the GAA Club Planning.
3. To play a key role and monitor the implementation of the County Strategic Plan in conjunction with County Chairperson and County Secretary.
4. To work to maximise the grant-aid funding to Down Clubs by updating clubs of potential areas of funding.
5. To advise clubs on the procedures in relation to borrowings and grant applications.
6. To develop appropriate officer training programmes.
7. To ensure that clubs are compliant with all regulations and requirements in relation to borrowing etc.
8. To ensure clubs in the County are familiar with the GAA Governance Guide.
9. Ensure that club and County property is properly controlled and vested. Ensure that a register of all club trustees is in place and ensure that copies of all vesting documents for the clubs of the County are sent to Croke Park.
10. To be aware of GAA resources available to clubs.
11. To encourage clubs to participate in the Club Maith Programme and Club Compas.
12. Be familiar with GAA Official Guide (An Treoraí Oifigiúil) and County Bye-Laws.
13. Be familiar with County Policies, Officer Responsibilities and Remit and Responsibilities of County Sub-Committees.

**Down GAA**  
**CUMANN LÚTHCHLEAS GAEL**



**www.downgaa.net**

**Oifigeach ICT/ICT Officer**

**Gareth Sharvin**

**Email: [ictofficer.down@gaa.ie](mailto:ictofficer.down@gaa.ie)**

**Tel: 07840615516**

The proposed duties of the ICT Officer are:

1. To co-ordinate the implementation of the GAA Information Technology strategy in the county, ensuring that all official GAA IT solutions are in use by all clubs and county committees as required and report to the County Committees.
2. Ensure that appropriate policies, procedures and standards are adhered to and applied at county and club levels.
3. Implement IT audits within the county and clubs on matters relating to IT hardware and software.
4. Ensure access to appropriate training and learning.
5. Liaise with provincial and national IT officer to implement required solutions and processes
6. Attend meetings at national and provincial level as required
7. Be familiar with GAA Official Guide (An Treorai Oifguill) and County Bye-Laws.
8. Be familiar with County Policies, Officer Responsibilities and Remit and Responsibilities of County Sub-Committees.

**Down GAA**  
**CUMANN LÚTHCHLEAS GAEL**



**www.downgaa.net**

**Oifigeach Iomána/Hurling Officer**

**Liam Quinn**

**Email: [hurlingofficer.down@gaa.ie](mailto:hurlingofficer.down@gaa.ie)**

**Tel: 07796614691**

The proposed duties of the County Hurling Officer are:

1. To represent Down at meetings of the Ulster Hurling Committee.
2. To be a member of the County Competitions Control Committee.
3. To work with the Hurling Referees Appointments team in appointing Referees.
4. To represent the County Committee (in the absence of the Chairperson or Secretary) at Inter-County Hurling Fixtures.
5. To liaise with the clubs in relation to hurling matters.
6. To assist the PR Team on match days, in the promotion of hurling fixtures.
7. Be familiar with GAA Official Guide (An Treoraí Oifigiúil) and County Bye-Laws.
8. Be familiar with County Policies, Officer Responsibilities and Remit and Responsibilities of County Sub-Committees.

Down GAA  
**CUMANN LÚTHCHLEAS GAEL**



**www.downgaa.net**

**Oifigeach Sábháilteachta/Rialtóir Imeachtaí/County Safety Officer/Event Controller**

**Seán Óg McAteer/Danny Baxenden (County Event Controller)**

**Email: [d.baxenden@btinternet.com](mailto:d.baxenden@btinternet.com)**

**Tel. 07955019601**

The proposed role and duties of the Safety Officer/Event Controller are:

1. The Safety Officer / Event Controller has control of all operational matters
2. These will include all safety and related arrangements at specified activities.
3. Ensure that Risk Assessments are carried out in relation to the safety of spectators and others at the Sports Ground.
4. Implement the controls identified in the Risk Assessments.
5. Draft management plans for the safety of spectators and ensure that they are implemented.
6. Ensure a Contingency Plan is drafted and tested at appropriate intervals.
7. Ensure that all safety personnel are properly trained, briefed and debriefed.
8. Ensure the Sports Ground is inspected at appropriate times, and he will make arrangements as to ensure the Terms and Conditions of the Safety Certificate are followed.

*The Safety Officer / Event Controller will carry out the following inspections to ensure that arrangements are suitable to ensure the reasonable safety of spectators.*

9. Entrances to be used are open and in operational condition
10. Circulation areas are clear and free from obstruction
11. Structures have no evidence of defects that will compromise their integrity
12. Toilet facilities are open and operational
13. Hot food vehicles are located in their allocated positions
14. Exits are open and available for use
15. There is no significant buildup of refuse
16. Any segregation arrangements are in place

**Down GAA**  
**CUMANN LÚTHCHLEAS GAEL**



**[www.downgaa.net](http://www.downgaa.net)**

- 17. The Control Room and the PA system are operational
- 18. The communication system between the Control Room and the PA is operational
- 19. Radios have been charged and are operational
- 20. Signage is in place
- 21. First aid personnel are present and have been briefed
- 22. Supervisors are present and have been briefed
- 23. Stewards are present and have been briefed.
- 24. Other persons with safety related duties are present and have been briefed.

*When the Safety Officer / Event Controller is satisfied that all arrangements are in place he will advise that the Sports Ground should be opened*

- 25. Ensure that all cars parking within the curtilage of the sports ground must be in position at least 1-hour 15minutes prior to throw in and must not be removed until the Safety Officer has advised that it is safe to do so after spectators have left the Sports Ground.
- 26. Ensure that no access to and egress from the sports ground will be permitted for team buses.
- 27. Be familiar with County Policies, Officer Responsibilities and Remit and Responsibilities of County Sub-Committees.

**Down GAA**  
**CUMANN LÚTHCHLEAS GAEL**



**www.downgaa.net**

**Anailísí Cluichí/County Fixture Analyst**

**Ryan Kelly**

**Email: [assistantsecretary.down@gaa.ie](mailto:assistantsecretary.down@gaa.ie)**

**Tel: 07894347411**

The proposed role and duties of the County Fixture Analyst are:

1. At least one Fixtures Analyst shall be appointed on the nomination of the County Management Committee.
2. The Fixtures Analyst(s) shall be responsible for monitoring and analysing the County Fixtures Programme on an annual basis.
3. The Fixtures Analyst(s) shall present a Report to Annual Convention on fixtures played in all club competitions and make recommendations for changes in the fixtures calendar where appropriate.
4. This report will be submitted to the Provincial and Central Fixtures Analysis Committees annually.
5. A Fixture Analyst shall be appointed as a member of the County Competitions Control Committee.
6. Be familiar with County Policies, Officer Responsibilities and Remit and Responsibilities of County Sub-Committees.



**Down GAA**  
**CUMANN LÚTHCHLEAS GAEL**



**www.downgaa.net**

**Oifigeach Sláinte agus Folláine/County Health and Wellbeing Officer**

**Gary Doherty**

**Email: [garydo@btinternet.com](mailto:garydo@btinternet.com)**

**Tel: 07776082092**

The proposed role and duties of the County Health and Wellbeing Officer are:

1. Support development of County Health & Wellbeing Committee (HWC) and structures.
2. Critical Incident Response Plan (CIRP) – Train Critical Incidence Response Peer Supporters & support interested clubs in adopting their own CIRP.
3. Support Phase 3 of the Healthy Club Project.
4. Facilitate training delivery for all Healthy Club Officers (HCO) in county.
5. Grow the number of people trained in Safe TALK in county.
6. Social Initiative – Promote the Social Initiative in County.
7. Gambling Awareness - Promote the new gambling awareness training in county.
8. Identify additional actions that County HWC would like to undertake.
9. Be familiar with County Policies, Officer Responsibilities and Remit and Responsibilities of County Sub-Committees.

Down GAA  
**CUMANN LÚTHCHLEAS GAEL**



**www.downgaa.net**

**Rúnaí (Coiste) Éisteachta/County Hearings Committee Secretary**

**Joe Ryan**

**Email: [joeryan511@gmail.com](mailto:joeryan511@gmail.com)**

**Tel: 07790805719**

The proposed role and duties of the County Hearings Committee Secretary are:

1. The Secretary of the Hearings Committee: Where a Hearing before the Hearings Committee is required, you shall play a role in setting up the Hearing and ensuring that communications between the parties are in order.
2. Be familiar with County Policies, Officer Responsibilities and Remit and Responsibilities of County Sub-Committees.

**Down GAA**  
**CUMANN LÚTHCHLEAS GAEL**



**[www.downgaa.net](http://www.downgaa.net)**

**Oifigeach Imeachtha/County Integration Officer**

**Sean Rooney**

**Email: TBC**

**Tel: 07710455266**

The proposed role and duties of the County Integration Officer are:

1. To liaise with all other Codes within the County in regard to Fixtures and Player Welfare in Particular.
2. To convene annual meetings between the Senior Officers of Down GAA, Down LGFA and Down Camogie.
3. To facilitate meetings between the CCC's of each Organisation prior to the commencement of Competitions and again Prior to commencement of Championships.
4. To facilitate where possible the use of Pairc Esler for Inter County Adult Competitive Games.
5. Be familiar with County Policies, Officer Responsibilities and Remit and Responsibilities of County Sub-Committees.

**Down GAA**  
**CUMANN LÚTHCHLEAS GAEL**



**www.downgaa.net**

**Riarthóir na Reiteoirí/County Referees Administrator**

**Sean Rooney**

**Email: [refereesadministrator.down@gaa.ie](mailto:refereesadministrator.down@gaa.ie)**

**Tel: 07710455266**

The proposed role and duties of the Referees Administrator are:

1. To facilitate the recruitment and training of Referees in Football and Hurling.
2. To act as Chairperson of Referees Appointments committee.
3. To Manage the appointments system on Foireann on behalf of Down GAA.
4. To facilitate a programme of Assessment for Referees.
5. Be familiar with County Policies, Officer Responsibilities and Remit and Responsibilities of County Sub-Committees.