

Wolfe Tones GAC

Operations Manual 2025



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Club Structures

About this document

This document is an operations guide and should be read and understood in conjunction with the Club Constitution. The Constitution is available from our website <https://wolfetones.antrim.gaa.ie> in the Downloads section.

In cases of dispute between this document and the constitution, it is the latter which takes precedence.

One Club

Wolfe Tones GAC is affiliated to the Gaelic Athletic Association and the Ladies Gaelic Football Association. We follow the One Club model.

The One Club Guidelines are available here: [LINK](#)

The Annual General Meeting

The Annual General Meeting (AGM) is the supreme decision making body of the club. Motions and decisions passed at the AGM are binding on the Management Committee.

Date	Event
26 October 2025	Notice to members
9 November 2025	Deadline for nominations and motions
16 November 2025	Circulation of Annual Report, Financial Statements and Clár
20 November 2025	Management Committee Pre-AGM meeting
23 November 2025	AGM

Management Committee

The Management Committee have responsibility for the business and affairs of the Club (rule 7.1 of the Club Constitution of the committee) between Annual General Meetings.

Subcommittees

The Management Committee may appoint subcommittees (rule 7.15 Club Constitution).

Examples of subcommittees are:

- Finance Subcommittee
- Coaching & Games Subcommittee
- Juvenile subcommittee
- Culture and Community

Management Committee

Management Committee 2025

Chairperson	Tiarnán Millar	chairperson.wolfetones.antrim@gaa.ie
Secretary	Jamie Carberry	Secretary.wolfetones.antrim@gaa.ie
Vice-Secretary	Caroline McKinley	wolfetones.antrim@lgfa.ie
Treasurer	Katrina McDonnell	treasurer.wolfetones.antrim@gaa.ie
Children's Officer	Kathy McCourt	childrensofficer.wolfetones.antrim@gaa.ie
Registrar	Sonia Butler	weewheels1981@outlook.com
PRO	James Dunn	pro.wolfetones.antrim@gaa.ie
Players' Rep GAA	Danny McIvor	danny_mcivor1@outlook.com
Players' Rep LGFA	Anne-Marie Hesketh	anemarie1831@gmail.com
G4MO Rep	Catriona Hughes	caitriona.ohaodha84@gmail.com
Coaching Officer	Mike McMahon	michael.mcmahon@aecom.com
Cultural Officer	George Long	solsliotars@gmail.com
Hurling Rep	Anthony English	anthony.english23@hotmail.com
Rounders Rep	Arleen Ramsey	ulster.rounders@gaa.ie

Chairperson

The Chairperson is responsible for the overall management of the club. Working closely with the Treasurer and Secretary to ensure the smooth running of the day-to-day activities of the club. Their role is to lead the club and be the external spokesperson.

The chairperson will be responsible for:

- To uphold the constitution of the association. This of course means they must know it thoroughly – they must also know the Club Constitution and Regulations
- Chairing all Club Executive committee meetings, General Club meetings, Emergency General meetings and Annual General meetings. In the event of tied vote at any of the above meetings the Chair shall have a casting vote
- To strive continuously to improve the Club; this involves the full co-operation with the other officers
- To represent the Club at various functions
- To act on behalf of the Club in the interval between meetings

Vice Chairperson

- Stands in for the chair when necessary.
- Plays a prominent role in the Club.
- Usually chairs an important Sub-Committee.
- Is usually seen as the Chair-in-waiting.
- Contributes at County level as appropriate.

The post of Vice-Chairperson may be regarded as a training post of a future Chairperson. The 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.

Secretary

The Secretary is responsible for the administration within the club and will provide a link between outsiders, the management committee and players and the county board.

The Secretary is responsible for:

- Dealing with communication and correspondence.
- Maintaining accurate club records and administration.
- Meetings – Liaise with Chairperson to organise monthly meetings and the AGM. Taking and circulating minutes and ensuring action items are implemented.
- Attend meetings to represent the club

Treasurer

The Treasurer is responsible for the management, recording and monitoring of Club Funds. Keeping club members informed about the organisation's financial activities and the preparation of the annual budget.

The Treasurer is responsible for:

- Receiving money on behalf of the club and keeping accurate records.
- Managing Club Accounts and ensure that the appropriate procedures for auditing are met.
- Act as a signatory on club bank accounts (cheques signed by treasurer and secretary or chairperson).
- Preparing a budget for club.
- Preparation of financial statements.

Public Relations Officer

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Registrar

The Registrar manages the registration process of Players and all Members on the GAA Foireann system and ensures that all details are correct and membership fees are paid.

Players' Representatives

The Players' representative will be the link between players and the committee. Their role is to support players if they have any issues or concerns and will encourage players to develop other skills and talents they may have for the club.

It is not the responsibility of players' representatives to represent the views of team managers.

Coaching Officer

The Coaching Officer is responsible for the oversight of coaching activities. They should ensure that there are sufficient and appropriate coaching resources available to each team throughout the club.

The coaching officer should also encourage coaches development through governing bodies' training programmes and external courses.

Children's Officer

The Children's Officer is responsible for ensuring the safety and welfare of children and young people within the club. They should ensure that all individuals working with children and young people are vetted, have completed child safeguarding training, hold a minimum safeguarding qualification, and that a record of compliance is maintained.

The Children's Officer should also oversee the Access NI application process, retain vetting ID documentation as required, and assist in organising workshops such as the Child Protection in Sport Awareness workshop, Tackling Bullying workshop, and other relevant training.

Culture and Language Officer

The Culture and Language Officer is responsible for promoting the Irish language and culture within the club. The Culture and Language Officer will organise courses and events to support members in developing their Irish language skills. They will also promote county and provincial Gaeltacht bursary schemes.

Additionally, the Culture and Language Officer will encourage participation in Irish cultural activities, including traditional music and dance, Irish history and mythology, environmental awareness, and the GAA Scór competition.

Development Officer

The Development Officer is responsible for overseeing the overall development of the club. While the Club Chairperson plays a key role in initiating the club's development plan, the Development Officer assists significantly with its implementation and coordination.

The Development Officer will oversee all club development matters and lead the production and monitoring of the club's development plan. They will also take the lead on major projects, such as the development of new facilities like pitches or stands.

Additionally, the Development Officer will stay informed about plans and strategies from external organisations, such as local authorities and Sports Councils, and keep up-to-date on funding programmes that may benefit the club. Where appropriate, they will contribute to development initiatives at the county level.

Meetings of the Management Committee

Meetings of the management committee will be held on the third Thursday of each calendar month.

Schedule of meetings for 2025

- Thursday, 20 February 2025
- Thursday, 20 March 2025
- Thursday, 17 April 2025
- Thursday, 15 May 2025
- Thursday, 19 June 2025
- Thursday, 17 July 2025
- Thursday, 21 August 2025
- Thursday, 18 September 2025
- Thursday, 16 October 2025
- Thursday, 20 November 2025 (pre-AGM meeting)
- Sunday, 23 November 2025 (AGM)

Meetings and minutes

Communication is vital for the success of any club, and well-structured meetings are crucial for sharing and effectively communicating information. Rule 7.9 of the club constitution stipulates that the Club Executive must meet at least once each quarter. However, holding regular monthly meetings is more beneficial to facilitate planning, development, and keeping officers informed about club activities and issues.

The Chairperson will collaborate with the Secretary to prepare meeting papers, including the *clár*, previous minutes, and any other relevant documents, which must be shared with the Executive Committee seven days before the meeting. During the meeting, the Chairperson will lead discussions and encourage contributions from all attendees. Officers are required to provide a verbal update on their respective areas.

The Secretary is responsible for taking minutes during the meeting and recording agreed actions. Minutes from previous meetings should be reviewed and approved by those in attendance.

For any enquiries regarding club meetings or minutes, please contact the Club Secretary, **Jamie Carberry**, at Secretary.wolfetones.antrim@gaa.ie.

Safeguarding of children and vulnerable adults

The Gaelic Athletic Association is dedicated to providing and maintaining the safest possible environment for all young people who wish to engage in Gaelic games and related activities. We are committed to taking all practicable steps to protect them from abuse, harm, discrimination, or degrading treatment while respecting their rights, wishes, and feelings.

To achieve this, we:

- Recognise that all children, young people, and vulnerable adults have the right to be protected from harm.
- Ensure all coaches and volunteers are carefully recruited, selected, and take responsibility for the wellbeing of children, young people, and vulnerable adults in their care.
- Respond swiftly and appropriately to safeguard the welfare of children and young people involved in our games and activities.
- Provide parents, children, young people, and vulnerable adults with the opportunity to voice their concerns.
- Appoint Children's Officers within the club to oversee the implementation of good child protection and welfare practices.
- Appoint a Designated Person within the club to liaise with statutory authorities and assist with child protection and welfare matters.
- Handle all allegations of abuse confidentially, in line with the GAA's *Guidelines for Dealing with Allegations of Abuse (Fourth Edition 2009)*, statutory guidelines, and relevant legislation.
- Continuously review the effectiveness of our child protection and welfare procedures and policies.
- Ensure members, coaches, team mentors, administrators, parents/guardians, and spectators sign and adhere to our Code of Behaviour.

The Executive Committee of Wolfe Tones GAC is committed to fully implementing the GAA *Our Games Our Code* and the *GAA Code of Behaviour for all Persons Working with Young People and Vulnerable Adults*. These documents are available upon request.

We have nominated the following individuals to key safeguarding roles within the club:

- **Children's Officer** – Kathy McCourt - childrensofficer.wolfetones.antrim@gaa.ie
- **Designated Liaison Person** – Tiarnán Millar - chairperson.wolfetones.antrim@gaa.ie

Full training has been provided to ensure the proper implementation of the club's Child Protection and Welfare Policy. For any queries regarding safeguarding and children's welfare, please contact the Children's Officer at the email address above.

Internal Financial Procedures

Segregation of Duties

One of the prime means of control is the separation of those responsibilities of duties which if combined would enable one person to record and process a complete transaction. If duties are segregated, this reduces significantly the scope for errors and oversights, as well as deliberate manipulation or abuse, and builds in additional checks. For example, if the person who records incoming cash is the same person who checks that cash paid in is recorded on the bank statements, it would not be easy to detect any discrepancies or wrong doing. Mistakes are more likely to go undetected if a person checks their own work. The principle of segregation is important with regard to both income and expenditure, and capital transactions. The club should therefore ensure that all individuals working with funds within the organisation have clear segregation of duties.

Budget Setting

12-month income and expenditure budgets should be prepared by the Treasurer for review by the club committee **before the start of the financial year under consideration**. The budgets will be reviewed on a quarterly basis and a variance analysis carried out with an explanation sought for each difference. The budget will then be adjusted for the next quarter taking the previous quarter's results into consideration.

Income

Club income can come from a wide variation of sources but can be mainly categorised into four main sources: Fundraising, Sponsorship, Gate Receipts and Membership.

Incoming cash and cheques should be recorded in the 'Cash Receipts' workbook and should be promptly lodged according to lodgement procedures as outlined below.

Information about non-routine and all grant income must be passed to the treasurer with the cheque or remittance advice. This should be filed by the treasurer for reference, and used to ensure such income is correctly recorded in the accounts and grant conditions etc. noted. Lack of documentation will lead to such items being 'held on suspense'. It is the responsibility of the person gaining the grant to ensure all grant income is claimed as it becomes due or available, and the committee are aware of relevant grant conditions and exactly how the grant is to be expended.

Club Events

The Club may from time to time run various events for fundraising initiatives and it is essential that proper records are maintained:

- Individual records should be maintained for each event, in sufficient detail to identify gross receipts and how they have arisen, and all costs incurred.
- A report given to the committee on how event performed in financial terms.
- For any event in which there is ticket income or gate money:

- A record kept of all persons who have been allocated tickets, and the numbers of tickets allocated to each;
- A record kept of tickets sold; and
- A reconciliation carried out showing tickets sold versus actual amounts received.
- Any raffle or additional income at the club event must be kept separate to ticket/admittance money for easy reconciliation.
- **The treasurer must take care of this or delegate authority to another member.**

Bank Accounts

As per rule 11.1 of the Club Constitution the club operates a club specific bank account – currently with Ulster Bank. All Club monies should be held separately from any other monies. For example the Club treasurer must not use their own bank accounts for the organisation’s finances.

All income should be paid into the bank account as soon as possible, at least weekly. The make-up of each banking will be clearly recorded.

A bank reconciliation is required on a monthly basis for each account. This will ensure all transactions are captured in the bookkeeping system and any unknown transactions are queried as soon as possible.

The bank statements should be sent to a committee member other than the signatories on the Club cheque book account. This helps to ensure proper accountability.

Procurement

All committee members must be aware that expenditure is committed when an order is placed on behalf of the club not when the cheque is requested. Therefore, it is important that all orders are placed properly, and are within agreed budgets and delegated powers. Please see below a sample table of delegated authority. This should be amended to each club’s individual needs.

Delegated Authority (Treasury Policy)

Estimated Value £	Delegated Authority	Tender Action Required
Below £100	Treasurer and Chairperson or Secretary	No quote required.
£101 to £1,000	Executive Committee	Two quotations

£1,001 to £10,000	Full Committee	Three written quotations
£10,000 to £30,000	Full Committee	Four written quotations

Orders of £100 or more must be placed by Purchase Order which must be approved in line with delegated authority as shown above. Suppliers must be requested to produce invoices. If payment is required on or before delivery or no credit is given, a 'pro-forma' should be provided. The invoice must quote a Purchase Order number or will not be paid.

While claims for small items of expenditure may be made via petty cash adequate supporting documentation, preferably receipts, must be obtained.

Cheque Writing and Signing

The club bank account should have three authorised signatories, namely the Chairperson, Treasurer and Secretary and must be signed by the Treasurer and either the Chairperson or Secretary as per the Club Constitution rule 11.1. There are to be no blank cheques written and cheques are not to be pre-signed. All cheques over £100 should be approved by the executive committee prior to signature.

Handling of Cash

All cash collected from the Treasurer will be signed for, and receipts will be issued for all cash returned. Specific extra cash floats (for events etc.) should be arranged with the Treasurer. The person signing for the float is responsible for ensuring cash and receipts are returned as soon as possible after the event etc. No further floats may be issued to that person, or another person in the same department for a similar purpose, unless the previous float has been accounted for.

Accounting for Cash as it is Received

A section in the treasurer's book must be made for cash as it is received. When the cash is handed to the treasurer it is lodged in this section with the purpose and name of handler clearly recorded. A signature is then submitted by the treasurer.

Depositing Cash Promptly

- Deposit cash at least weekly or when the total on hand reaches £100. If this is received outside banking hours it must be secured in a money box that is behind a locked door.
- Deposit all funds received. Do not make refunds, pay expenditures, or create a change fund from cash receipts. Do not hold cheques for future processing. Do not use cash receipts to cash cheques.

Monitoring the Cash Receipts Process

Members of the club committee not directly involved with the cash receipt process have the responsibility to periodically:

1. Review the nature and extent of overages and shortages.
2. Compare actual deposits recorded with expected receipts.
3. Review daily and monthly cash activity reconciliation.
4. Compare the mode of payment (coin/currency/cheque or electronic) recorded at the time the cash was received with the coin/currency and cheque totals on the validated deposit document.
5. Evaluate overall internal controls to ensure that reasonable controls exist to safeguard cash, and that committee members understand and follow them.
6. Reviews should be documented. Any issues noted should be raised with Chairman for further investigation.

Books of Account and Records

Proper accounting records will be kept. The accounts systems is based around computer facilities and Excel, but manual/paper records can also be used if appropriate.

At a minimum, the following records will be kept:

- appropriate control accounts (i.e. bank control, petty cash control).
- quarterly management accounts

Petty cash and bank accounts will be reconciled at least monthly.

All vouchers entered into the computer system will be clearly initialled by the person entering it, along with date and accounts reference. All income/expenditure information will be recorded within three days. All corrections and adjustments will be clearly noted in a written 'Journal' giving reasons for them, with supporting documentation where available.

Financial Monitoring

All budget holders will receive appropriate, regular reports of income and expenditure against budget.

The Club Committee will receive:

- Quarterly report on the Statement of Financial Position.
- Monthly reports of income and expenditure versus budget

The Club's financial year is from 1st November to 31st October. Final draft of the Annual accounts should be circulated a week prior to the AGM. The accounts should be discussed and passed at the AGM. The accounts must then be signed by two of the three executive club officers. The accounts must be certified or in the case of a club which also runs a social club, audited.

The accounts must be forwarded to the relevant county committee within four weeks of the AGM. (Club Constitution rule 11.5).

All financial queries, monies and cheque requests are to be submitted to the **treasurer:**

Katrina McDonnell treasurer.wolfetones.antrim@gaa.ie

Membership and Registration

The GAA has the largest membership of any sports organisation in Ireland. When one becomes a member of a GAA club, they become part of the GAA family and part of a great community based organisation that continues to enhance the lives of so many people.

In order for one to become a member of the GAA (Association), one must first become a member of a club. A person can apply for membership of a club by completing the Full or Youth membership application form and forwarding it to the club Secretary for approval by the Club Executive Committee. Once a member, a person is then registered with the Association and provided with a membership number.

All club officers should be familiar with the rules governing Club membership and the rules governing registration of members and players. This is an important consideration for clubs and every effort should be made to comply with all of the rules governing this topic.

Membership of Wolfe Tones GAC opens every year on the 1st of January and closes the following March on the 31st. Membership purchased after the 31st March any given year will be included on club membership but the member will not be entitled to vote at the club's AGM that year.

- Team Mentors are advised that it is imperative that the team management and players are fully paid-up members of the club. Players who are not fully paid-up members will NOT be covered under the Association's player injury scheme. Furthermore, the playing of an unregistered player is in contravention of GAA rules and will result in sanctions.
- Team Mentors are responsible for ensuring that all panel members and mentors have paid their membership by the appropriate deadline.
- After these dates, no player is permitted to play or use Clubs training facilities.
- For convenience, the Club has an online registration facility which can be accessed via contacting the registrar.

All membership queries must be directed to the club Registrar. The Registrar will collect membership forms and money, register members on the Foireann system and deliver any monies collected to the Club Treasurer. They will also circulate a monthly membership list with the executive committee and a full registered player list with the management team when new players register.

Club Registrar – Sonia Butler

Recruitment and Selection

The following procedures will be used when recruiting volunteers for the club:

- **Role Clarification:** The role of the volunteer will be clearly defined e.g. Mentor, Committee Member, etc. This will be accompanied by an official role description signed by the secretary.
- **Role Assistance:** The various support system available in the club will be explained to new volunteers e.g mandatory training courses. The Club Codes, Policies and Procedures will be made available to every new volunteer on the club website and each volunteer will be required to confirm that they have read and agree to the code of conduct and policies.
- **Application:** Volunteers should complete a club membership application form prior to formally commencing their role in the Club. This allows them to become club members and gives the committee the opportunity to ratify their membership.
- **Data Retention:** All member details collected on application will be securely stored in the GAA Foireann database. This information will be treated confidentially and only be used for GAA purposes.
- **References and vetting:** As part of the recruitment process each new volunteer member must be recommended by an existing club member. These recommendations will be verified by a member of the Club Executive. For volunteers involved in mentoring or in assisting in juvenile or adult teams, it is mandatory to complete an Access NI vetting process prior to commencement of their role(s). Mentors/coaches must also attend a Child Protection Course (Safeguarding) and attend the GAA Foundation Coaching Course.
- **Meeting the Applicant:** The club Chairperson and Secretary will hold an official induction meeting for each new volunteer to ensure that they are aware of their role(s) and to use the occasion to clarify any issues that may arise and identify any coaching and up-skilling needs as appropriate.
- **Volunteer Support:** Continuous supports will be made available to all volunteers to enable them to full fill their roles successfully. The Club Executive be available to support all roles in the Club.

All issues relating to volunteering will be take care of by the Chairperson and Secretary.

Chairperson: Tiarnán Millar
Secretary: Jamie Carberry

chairperson.wolfetones.antrim@gaa.ie
secretary.wolfetones.antrim@gaa.ie

Public Relations and Communications

The PRO is the Club's official Spokesperson and will present a positive image of the club to the public and the media, keeping them informed of club activities and news and attracting new memberships and volunteers.

The PRO is responsible for

- Public relations and club publicity
- Communicating information about the club through various channels
- Updating the Club Website on all club activities, match results and club events
- Recruiting new members and volunteers through advertising and promotion

Media Enquires

All media enquiries to the Club should be directed to the Public Relations Officer (PRO) by emailing. The PRO may then designate another Club official or member for input or response.

No member of the club should make any comment to the media on any issue without clearance from the PRO. (See below)

Press Releases

All press releases to media outlets should be issued through the PRO and should be issued on headed paper showing the club name, crest and the names of the Chairperson, Secretary and PRO.

Club newsletter

The PRO will produce a club newsletter on a monthly basis. The club newsletter will contain information on the club including, but not limited to:

- Club events
- Fundraising initiatives
- Games fixtures, results and match reports

Controversial Issues

From time to time the club may wish to comment on controversial issues that affect the club, its operation, players and volunteers or our facilities. These include, but are not limited to:

- Interactions with public bodies
- Interactions with funders
- Interactions with county, provincial or central bodies of the GAA or LGFA
- Interactions with elected representatives
- Interactions with the media

All comment provided by the Club must, in line with GAA rules, be non-party political and managed by the PRO.

Social Media

The PRO is responsible for the output on social media accounts and will designate members within the club to have administrator access to various social media accounts.

Club members with access to social media accounts must:

- Ensure passwords and usernames are held securely
- Not comment on issues of controversy
- Not use club social media accounts to conduct their private or business affairs

All queries regarding public relations or marketing are to be directed to PRO James Dunn

PRO.WolfeTones.Antrim@gaa.ie

Club Identity

Club Name

The Club name, for the purposes of brand identity is Wolfe Tones GAC. This may be appended with “Greencastle” or “An Caisleán Glas” but the name Wolfe Tones should always go at the start.

Club Colours

The club colours are Green and White.

Club Home Kit

The club home kit is a shirt of green and white hoops or horizontal stripes, black shorts with green trim and black socks with green trim.

Club Change Kit

There is more leeway permitted with the design of the club change kit. The shirt should retain the core club colours of green or white but there is no requirement for hoops or horizontal stripes. Shorts and socks should be the same as the home kit.

The GAA, LGFA or Camogie Association logo should be displayed on the shirt of the relevant team along with the Wolfe Tones GAC crest.

Leisurewear and Non-Playing Kits

Alternative Kits, Leisurewear and Non-Playing Kits must display the club crest. Leisurewear will be tendered on a two-year basis. The Executive Committee may, in certain circumstances, authorise the procurement of, from alternate suppliers, alternative leisurewear or non-playing kits such as training, G4MO and GAA4L&D kits which differ significantly from the club home and change kits where these kits are not subject to governing body regulations.

Club Crest

The only official club crest is shown on the first page. It is a side profile of Theobald Wolfe Tone on a green shield, in front of two crossed pikes with ribbons displaying the club name in English and *An Caisleán Glas* in Irish.

The club may wish to alter the green portion of the crest for a limited time to support certain causes and events. This may only be done upon application to the Public Relations Officer who will seek the permission of the club executive officers, namely the Chairperson and Secretary.

Altered crests should be used on digital communications only for a limited period of time and should not be used on physical products.

The club crest may not be overlaid by any other object. For use in other kits and leisurewear, the club kit may be altered slightly to suit the design of the kit. This will require the approval of the Club Executive Committee.

The club crest should be displayed only once on each document.

Amendments to Club Identity Guide

Amendments to the club identity guide can be made only by an Annual General Meeting of the club membership.