



Craughwell Athletic Club Junior Section Club Introduction & Administration Handbook

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Introduction

This booklet is intended to provide some introductory information on the sport of athletics for members of Craughwell Athletic Club – including coaches, existing members and potential new members. It is primarily an introduction to juvenile athletics but also covers competitions for athletes in university.



What we do!

Craughwell AC is based in Craughwell, Co. Galway. It is a relatively young club which has experienced remarkable growth in the last decade, growing from 50 juvenile members in 2002 to over 300 in 2009 and between 500 and 600 in 2014-2016. This growth is partially due to population increases but also due to significant improvements in coaching structures within the club and in facilities with the opening of the astro-turf in 2007 and widening/kerbing of the gravel track around the astro-turf in 2010 and the purchase of an 8-acre site in 2014. The club draws its members primarily from the following areas with a small number coming from further afield - Craughwell, Ballymana, Killeeneen, Clarinbridge, Oranmore, Carrabane, Coldwood, Derrydonnell and Ardahan. More information on the club is available on its website at www.craughwellac.com. The club comprises an Executive Committee which runs the junior section (college ages and U20/younger) and a senior committee which runs the senior and fit4life sections. While part of one club, both committees operate independently.

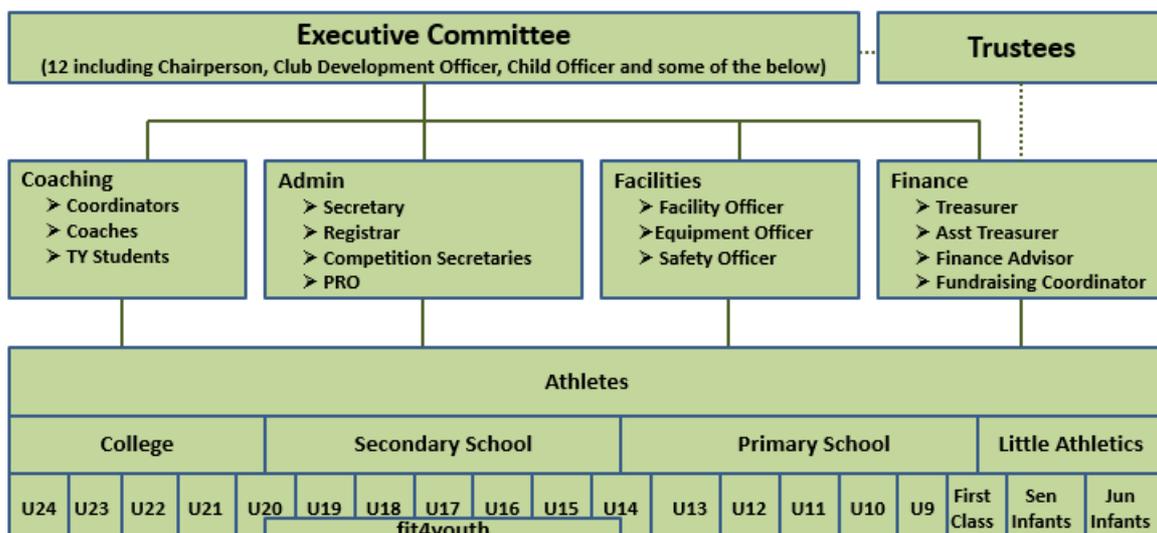


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1 Athletics Overview

1.1 Organisations

The following are organisations whose remit includes the running of athletic events in Co. Galway: -

Galway County Board / Athletics Ireland (AAI)

This is the County and National organisation for athletics in Ireland, to which Craughwell AC is affiliated. Juvenile athletics in Ireland is organised by

- a National juvenile subcommittee
- 5 regional committees (4 provinces + Dublin)
- a county committee in each county
- each club's own committee

The Connacht region comprises the 5 Connacht counties and Longford. Within a county, the sport is organised on a club basis which transcends parish boundaries. Each club has to affiliate each year (in December) with the AAI and has its own committee to run club activities.

The juvenile section of Craughwell AC has 2 main aims – to maximise participation and to help its members perform to their potential whether that is social participation, elite international competition or anywhere in between. The juvenile club welcomes members of all abilities and encourages its members to partake in competitions as this helps its members develop a better focus on and commitment to self-improvement.

Competition at club level is split into 3 seasons:

- indoor track and field from Jan-Apr
- outdoor track and field from May-Jul
- cross-country from Sept-Dec

The Galway AAI also organises a primary school cross country event at county level and Connacht AAI organise same at regional level – both in Sept/Oct.

Irish Schools Athletic Association

The ISAA used to exist as a separate organisation but is now a subgroup within AAI. It organises inter-school (i.e. 2nd level schools) competitions at county, regional and National level – with cross country and outdoor track and field competitions and progression to international competition. It encompasses the 32 counties of Ireland and is widely regarded as the highest standard of juvenile athletics.

Preparation for the above is a big part of the club's focus for older juvenile athletes although the club has no official role in the running of schools events.

The secondary school competition season comprises

- cross country competition at South Connacht, Connacht and All-Ireland level from Jan-Mar
- outdoor track and field in May/June

Irish Universities Athletics Association

The IUAA co-ordinate athletic competitions amongst third-level colleges. Competition includes indoor track and field (February), cross-country (March) and outdoor track and field (April). The club is slowly building its number of athletes in college as it evolves. The club has progressed from a level in 2002 where it had just 5 teenage athletes to having over 100 teenagers in 2015. Hopefully this trend will continue into college ages and young adulthood as the club progresses.

Galway Community Games

The Community Games are organised on an Area basis, which is typically the local parish although the boundary of an area can be adjusted with the approval of the County Committee. Each Area has to affiliate each year (typically November) with the Galway Community Games. Events include outdoor track and field and cross-country, both of which take place at county level followed by National finals. Parish events take place in April/May, county at the beginning of June and National in August.

Cumann na mBunscoil

This is a series of sporting events run by the INTO for primary schools. In Galway, it includes a cross-country event in the autumn and a track and field day in June. There are no provincial competitions.

1.2 Galway Juvenile Clubs

At the time of writing, the following clubs cater for juvenile members:-

- West/North Galway:
 - Connemara AC
 - Corrib AC
 - Galway City Harriers
 - Tuam AC

- East/South Galway
 - Athenry AC
 - Caltra AC
 - Ballinasloe & District AC
 - Craughwell AC
 - East Galway AC
 - Loughrea AC
 - South Galway AC

There are no hard and fast rules that require someone to join a particular club. Generally it's best to join the closest one as over time, having convenient local training sessions is important to continued participation in the sport. The most important consideration is that the athlete joins a club in which they will be happy and will continue in the sport throughout their teenage years and hopefully into the senior categories.

Note that if an athlete is/was already a member of a club and wishes to transfer to a new club, both clubs needs to sign a transfer form to this effect and the transfer needs to be ratified by the County Board. At time of writing, there are 2 dates in the year when an athlete can transfer – 1 April and 1 September.

1.3 Competitions and Age Groups

1.3.1 AAI Club Competitions

The athletics calendar is roughly split into 3 seasons. Each season comprises County, Provincial and National championships. These championships are roughly 4 weeks apart in each of the 3 seasons.

- Jan-Apr: Indoor track and field
- May-July: Outdoor track and field
- Sept-Dec: Cross-country

Craughwell AC competes in all 3 seasons but some members might reduce or increase their involvement at different times of the year depending on their other personal and sporting commitments. The club strongly encourages all of its members to participate in the Galway championships. These events are organized locally, easy to travel to and not as competitive as Provincial and National Championships.

Entry to the Provincial Championships is generally open in the older age group (i.e. you do not qualify out of Galway) but requires qualification in the younger age groups (U9-11). Qualification generally must be achieved from the Connachts in order to compete in the National championships. At age U17 or older, if you have a conflicting competition which prevents you competing in Connacht, you can still get through to National once you were entered in the regional finals and your name was given to the Connacht Secretary to be entered in National finals.

Normally all of the indoor competitions take place in Athlone. The outdoor track and field for Galway takes place in Dangan in Galway City and for Provincial in Galway, Sligo or Athlone. The National finals often take place in Tullamore but are sometimes moved to other tracks not so central. The venue for cross-country events varies each year and will often require an overnight stay due to the travel distance involved.

Age groups operate on whatever age you are on 31 December of the year of competition. For example, if you turn 11 at any stage during the year, you are an u12 athlete for all competitions in that year – thus you may be only 10 years old and competing at u12 level because you turn 11 later that year. Essentially it's the same as other sports but with a different label (i.e. all U13 athletes for athletics are U12 athletes for GAA).

Athletes can step up one age group for relay and cross-country teams, but must stay in their own age group for individual competitions. At present, there is competition for the following age groups:

	Indoor	Outdoor	Cross-country
Galway	U10/older	U8/older	U9/older
Connacht	U12/older	U9/older	U11/older
National	U12/older	U9/older	U11/older

Each club has its own policy on the minimum age for new members. Craughwell AC's policy is that a member must be in senior infants or older.

Entries to AAI competitions are done as follows: -

- Galway events: The Galway County Secretary will issue entry forms to the Club Secretary who must return them on time and with the appropriate entry fees. The Club Secretary consults the coaches in each age group to get entries for their age group.
- Connacht events: The Connacht Secretary will issue entry forms to the Club Secretary who must return them on time and with the appropriate entry fees. Again the Club Secretary gets the entries from the coaches in each age group.
- National events: For most events, the Connacht Secretary completes the entries based on who has qualified from the Regional finals and sends them to National, billing the clubs later.

1.3.2 Community Games Competitions

The Community Games organise 3 athletic events –

- Cross-country for U12, 13 and 14 age groups
- Marathon for U16 age group
- Outdoor track and field for U8, 10, 12, 14 and 16 age groups

These are typically organised at local, county and National level. The cut-off date for the age groups is 31 July of the year of competition, i.e. you are under whatever age you reach on or before 1 August. You can step up one year into an age group for cross country, e.g. an u11 can compete in the u12 events. Please refer to your local organising committee for further information on Community Games in your area.

1.3.3 Primary Schools Competitions

At present, the Galway AAI runs a cross-country competition for primary schools in September, which qualifies teams and individuals to take part in the Connacht finals of the same event. At the time of writing, 4 races are run:

- 3rd/4th class girls 800m
- 3rd/4th class boys 800m
- 5th/6th class girls 1000m
- 5th/6th class boys 1000m

This is generally held on the last 2 Tuesdays of September in Renmore, with the Connacht finals held 2 or 3 weeks later. The venue for the Connacht finals may vary each year. The top 3 individuals, top 3 teams and a number of individuals not on these 3 teams all qualify for the Connacht finals.

A separate cross-country event is organised by the Cumann na mBunscoil organisation in Galway. It is typically held in November with 4 races:-

- 3rd/4th/5th class girls and boys (800m)
- 6th class girls and boys (1000m)

Cumann na mBunscoil also organise 2 events called Galway City Sports and Galway County Sports on the track in Dangan in June. Schools can take part in 1 of these. The Galway City Sports predated the county event so some county schools continue to take part in the city event. A school cannot take part in both. Generally, a meeting is organised in May at which participating schools are required to attend. If you're not at this meeting, you are not allowed to participate. The following are generally the events that form part of this competition:

- U9 girls sprint, 400m and relay
- U11 girls sprint, 400m and relay
- U13 girls sprint, 800m and relay
- Same as above for boys

Note that an U10 for athletics is actually an U9 for Cumann na mBunscoil since they go by the GAA age groups. This can confuse people but essentially you are competing against the same individuals – just the label on the age group is different.

1.3.4 Post-primary Competitions

The Irish Schools Athletic Association organises the following:

- Galway, Connacht and National Cross-Country in Jan/Feb.
- Galway, Connacht and National Track and Field in Apr/May.
- Connacht and National Combined Events in September.

All 2nd level schools can participate. There are 4 categories of ages:

- Minor: U14 on 1 July in year of competition
- Junior: U15 on 1 July in year of competition
- Intermediate: U17 on 1 July in year of competition
- Senior: U19 on 1 January in year of competition

See http://www.iol.ie/~cshields/isaa/rulesofcompetition_2003.doc.

Note, the determining date for the Schools Combined Events is 1 September, i.e. you must be under the age for the appropriate category on 1 September in the year of competition. This date differs to the cut-off date for the other competitions – primarily to bring it into line with the UK for the Combined Events International in autumn. Consideration is being given to moving the cut-off dates for the other competitions to 1 September also.

The determining date for the other events is 1 July and you must be under this age for the other competitions in the following school year, e.g. if you are 14 on 1 July, you are the perfect age and can take part in the minor category during the cross country and outdoor track events in that calendar year.

Note that there is no national track competition for the Minor age group. For the other age groups, you can qualify from the national event for an International Schools team.

1.3.5 Third-level Competitions

The Irish Universities Athletic Association organises the following All-Ireland events: -

- Road relay championships in November
- Indoor track and field championships in January/February
- Cross-country championships in February/March
- Outdoor track and field championships in April

Some of the above lead to international competition with countries in the UK.

1.3.6 International Competitions

This is just a brief summary of some of the international competition athletes from the club have taken part in:-

- February
 - Scottish Indoors. The club has organised trips to this event in Glasgow almost every year since 2008.
 - English AAA Indoors. The AAA is the highest standard of youth athletics in the UK and is open to other countries.
 - Schools Indoor Track & Field International
- March
 - Schools Cross Country International
- July
 - World Youth Championships (every 2nd year)
 - European Youth Olympics (every 2nd year)
 - Schools Outdoor Track & Field International
- August
 - AAI Celtic Games International
 - English AAA Outdoors

1.4 Basic Rules in AAI Competitions

Note these rules were valid at the time of writing. If in doubt regarding their current validity, please consult the Juvenile Competition Rulebook which is available on the AAI website (www.athleticsireland.ie).

1.4.1 Age Groups

- The cut-off date for the different age groups is 31 December in the year of competition, e.g. if you turn 12 during the year, you are U13 for the full year.
- Athletes must stay in their age groups for individual events.
- Athletes can step up 1 age group for relays and cross-country.
- A minimum of 2 athletes must be the correct age on a relay team except for U18/19 where no restriction applies.

1.4.2 Events

Relays

- Relay batons must be exchanged within a marked zone. The zone is 20 metres long, i.e. 10 metres either side of the relay distance.
- For 4x100 and 4x200 outdoor relays, an acceleration zone of 10m can be used prior to the baton exchange zone – but the baton exchange cannot take place in the acceleration zone.
- The position of the baton, not of the runner, determines whether the exchange is inside the zone.
- If a baton is dropped, it must be retrieved by the athlete who dropped it.
- For indoor 4x100 relays, the 1st and 2nd runners stay in their lanes, the 3rd runner can break their lane after rounding the 1st bend and the 4th runner can run in any lane.

- For indoor 4x200 relays, the 1st runner must stay in their lanes, the 2nd runner can break their lane after rounding the 1st bend and the 3rd and 4th runners can run in any lane.
- For outdoor 4x100m relays, runners stay in their lanes for the full race.

Shot Putt

- Both indoor and outdoor competition available to U12 and older age groups.
- Athletes must have received training in the technique of throwing the shot before taking part in competition.
- Athletes cannot wear spikes when throwing shot.
- Athletes must not touch the top of the white board at the front of the throwing circle and must exit the throwing circle at the rear.
- The weights for each age group increase each year – they can be found in the Juvenile Competition Rulebook.

Long Jump

- The U9 and U10 age groups don't have to jump from the board (i.e. can jump from the area between the board and the sand pit, with the jump being measured from the take-off point).
- After jumping, athletes must exit the sand pit by walking forwards and then out. It is a foul to walk back through the sand. It is not a foul to fall backwards but the jump will be measured from the closest point to the take-off board.

High Jump

- Different opening heights exist for different age groups.
- This refers to the first height at which the bar is placed.
- Consult the AAI Juvenile Booklet for details.
- The height is not usually enforced in Galway competition but is always enforced at Connacht/National level.
- It is best not to enter Connachts until you can clear the opening height – otherwise it destroys your confidence.

Events Available in Each Age Group

The events available at National level are listed below. Typically Provincial level will have the same events, while the events at County level may vary slightly (e.g. currently includes indoor competition for u10s and u11s).

Event	U9	U10	U11	U12	U13	U14	U15	U16	U17	U18	U19
Cross-country			x	x	x	x	x	x	x	x	x
Indoor											
60m				x	x	x	x	x	x	x	x
200m								x	x	x	x
400m										x	x
600m				x	x						
800m						x	x	x	x	x	x
1500m								x	x	x	x
4x100				x	x						
4x200						x	x	x	x	x	x
60m hurdles					x	x	x	x	x	x	x
Race walk						x	x	x	x	x	x
Shot putt				x	x	x	x	x	x	x	x
Long jump				x	x	x	x	x	x	x	x
High jump				x	x	x	x	x	x	x	x
Triple jump										x	x
Outdoor T&F											
60/80/100m	x	x	x	x	x	x	x	x	x	x	x

200m						X	X	X	X	X	X
400m									X	X	X
300/500/600/800m	X	X	X	X	X	X	X	X	X	X	X
1500m						X	X	X	X	X	X
3000m										X	X
Steeplechase									X	X	X
4x100m	X	X	X	X	X	X	X	X	X	X	X
Sprint hurdles					X	X	X	X	X	X	X
Long hurdles							X	X	X	X	X
Race walk						X	X	X	X	X	X
Turbo javelin	X	X	X	X							
Javelin					X	X	X	X	X	X	X
Shot putt				X	X	X	X	X	X	X	X
Discus						X	X	X	X	X	X
Hammer						X	X	X	X	X	X
Long jump	X	X	X	X	X	X	X	X	X	X	X
High jump				X	X	X	X	X	X	X	X
Triple jump									X	X	X
Pole vault								X	X	X	X

1.4.3 Typical Calendar

The following is intended to give a general idea of when each competition is held during the year. Note that this may vary each year, so please use this only as a guide to the general order of competitions and not a precise indication of when they take place.

- January
 - Galway Indoor Track and Field (1 day)
- February
 - Connacht Indoor Track and Field (2 days)
- March/April
 - National Indoor Track and Field (2 weekends)
- May
 - Local Community Games Track & Field
 - National Community Games Cross Country
 - Cumann na mBunscoil/Primary Schools Galway City Sports
 - Galway Outdoor Track & Field
 - Galway/Connacht Secondary Schools Track & Field
- June
 - Galway Community Games Track & Field
 - Connacht Outdoor Track & Field
 - Irish Schools Track & Field
- July
 - National Outdoor Track & Field (2 or 3 weekends)
- August
 - National Community Games Track & Field
- September
 - Galway Primary Schools Cross Country
- October
 - Connacht Schools Multi Events
 - Connacht Primary Schools Cross Country
 - Galway Club Cross Country (2 days)
- November/December
 - Cumann na mBunscoil/Primary Schools Cross Country
 - Connacht Club Cross Country (2 days)
 - National Club Cross Country (2 days)

- Irish Schools Multi Events

1.5 Miscellaneous Information

1.5.1 Club Gear

When competing in AAI competitions, athletes must wear the club's running singlet. This is available to purchase from the juvenile club for €20 and will be exchanged for free for larger sizes as the athlete gets older. From time to time, the club will also organise other items such as tracksuits or hoodies. The cost of these is usually borne by parents.

1.5.2 Use of Spikes

Because there can be confusion around when spikes are permitted in running shoes and what sizes are permissible, the following is intended to help eliminate confusion:-

- AAI track and field events – 5mm spikes can be worn. Longer spikes are not allowed. No spikes can be worn for the shot putt competition.
- AAI cross country events – Any length spikes can be worn. It is recommended to go higher than 5mm – but for athletes U11/12/13 its not advisable to go higher than 9mm. The longer lengths such as 12mm are more suitable for adults rather than juveniles.
- Community Games – Spikes can be worn only for U14 or older track and field events. They cannot be worn in younger age groups or in cross-country.
- Cumann na mBunscoil – Spikes cannot be worn.

When a young athlete first joins, it's best to wait a few months or longer before purchasing spikes. It's not a requirement to wear them and since they can cost between €50 and €80, it's best to make sure your athlete is going to stick at the sport before investing. The club operates a second-hand spikes scheme.

2 Coaching & Administration Structures

2.1 Committee

The appointment and operation of the Committee is provided for in the Constitution. The Constitution identifies 3 roles on the committee (Chairperson, Treasurer and Secretary) and there can be a minimum of 6 people and a maximum of 12 people. The following additional roles should be filled at the AGM or at follow-on committee meetings:-

- Child Officer
- Registrar
- PRO
- Facility Development Officer
- Club Development Officer
- Fundraising Coordinator
- Financial Advisor (required by our lenders)
- Indoor Competition Secretary
- Outdoor Competition Secretary
- Cross Country Competition Secretary
- Equipment Officer
- Safety Officer
- Webmaster
- Age Group Coordinators
- Coaches
- Representatives on the County Board and Connacht Board
- Representatives on Craughwell Community Sports Group
- Representatives on Craughwell Hall Committee

One of the committee will be nominated as Vice-Chairperson to chair meetings in the absence of the Chairperson.

All parents and coaches are welcome to attend committee meetings.

2.2 Responsibilities of Main Officers

2.2.1 Chairperson

- Chair committee meetings and try to keep them on time.
- Be the driving force for the club to make it a place where athletes can both thrive and have fun.
- Liaise with coaches and committee members on the club's activities.
- Be available for consultation on items of current or future interest within the club.
- Ensure the club represented at Galway and Connacht meetings.
- Liaise with the senior subcommittee on a regular basis to discuss items of common interest.

2.2.2 Secretary

- Organise committee meetings and notify people of time and venue.
- Set the agenda for committee meetings with input from other committee members.
- Publish the agenda in advance of meetings.
- Write minutes of committee meetings and email them within 2 weeks of the committee meeting to the other committee members and to coaches to keep them informed.
- Receive and communicate details of fixtures to all committee members and coaches.
- Receive club correspondence (mainly from AAI) and summarise at committee meetings.
- Provide details of upcoming coaching courses to all coaches via email.
- Organise and publicise the AGM and prepare the agenda.
- Record the minutes of the AGM and email them to the new committee within 2 weeks of the AGM.

2.2.3 Treasurer

- Maintain an up-to-date monthly account of the club's finances.
- Provide this account to the Trustees each month and summarise at next committee meeting.
- Produce an annual statement of the accounts for the club's AGM.
- Write cheques for club payments as necessary, discussing anything of concern with the Chairperson.
- Pay competition entry fees as advised by the Secretary or Competition Secretaries.
- Pay other costs incurred subject to the advance approval of the committee for items in excess of €100.

2.3 Other Roles

2.3.1 Child Officer

- Attend training when available for youth/child officer role.
- Be available for consultation to coaches, parents and children for any questions or issues regarding the club's activities or personnel.
- Keep track of the Garda Vetting status for the club's coaches and committee members.
- Liaise with Age Group Coordinators to get everyone's vetting up-to-date.
- Ensure that coaches register every year with the club by completing the coach registration form.

2.3.2 Registrar

- Liaise with Age Group Coordinators for new registrations and register them with AAI.
- Lodge registration fees regularly to the club's bank account.
- Arrange with Treasurer to pay appropriate fees to AAI.
- Provide master list of registered athletes and fees paid to Age Group Coordinators from time to time so that they can follow up for unpaid fees.
- Organise registration nights as necessary.

2.3.3 PRO

- Provide weekly updates on the club's activities to the Connacht Tribune.
- Provide weekly updates on the club's activities on the club's Web site.
- Regulate the juvenile club's Facebook and Twitter accounts.

2.3.4 Facility Development Officer

- Drive the development of the club's facilities at the school.
- Prepare and submit grant applications.
- Maintain a detailed projection of the club's income/expenditure for the duration of the facility development.
- Advise the Trustees and the Executive Committee on development plans and seek their approval.
- Update coaches and parents from time to time on progress and plans regarding the development.

2.3.5 Club Development Officer

- Liaise across the age groups to help develop the club, discussing opportunities and issues with others.
- Try to bridge the gap between the club and college where a lot of athletes drop out.
- Drive initiatives with schools and colleges to help recruit new members.
- Look ahead to the future and try to help the club to be one step ahead of other sports clubs in how it is doing its business.

2.3.6 Fundraising Coordinator

- Coordinate the purchase and sales of club merchandise (e.g. t-shirts).
- Coordinate the club's clothes/shoes recycling scheme.
- Coordinate other fundraising activities, pulling in others as necessary onto subcommittees.

2.3.7 Financial Advisor

- Advise the committee and the Trustees of any concerns in regard to the financial projections for the club's income and expenditure.

2.3.8 Competition Secretaries

Indoor Competition Secretary

- Email entry form and closing date for the Galway Indoors to Age Group Coordinators.
- Receive entries from Age Group Coordinators and submit official entries to Galway.
- Do same for the Connachts.
- Verify National entries with Age Group Coordinators and confirm to Connacht Secretary.
- Organise with Treasurer for payment of appropriate fees to Galway, Connacht or National.
- Ensure 1 person in charge of collecting race numbers at events and dealing with any issues for the club.

Outdoor Competition Secretary

- Email entry forms and closing dates for the 2 days of the Galway Outdoors to Age Group Coordinators.
- Receive entries from Age Group Coordinators and submit official entries to Galway.
- Do same for the Connachts.
- Verify National entries with Age Group Coordinators and confirm to Connacht Secretary.
- Confirm the U12-19 relay teams with Age Group Coordinators and confirm to Galway Secretary.
- Organise with Treasurer for payment of appropriate fees to Galway, Connacht or National.
- Ensure 1 person in charge of collecting race numbers at events and dealing with any issues for the club.

Cross Country Competition Secretary

- Email entry forms and closing dates for the 2 days of the Galway Cross Country to Age Group Coordinators.
- Receive entries from Age Group Coordinators and submit official entries to Galway.
- Do same for the Connachts.
- Verify National entries with Age Group Coordinators and confirm to Connacht Secretary.
- Organise with Treasurer for payment of appropriate fees to Galway, Connacht or National.

- Ensure 1 person in charge of collecting race numbers at events and dealing with any issues for the club.

2.3.9 Equipment Officer

- Maintain a list of equipment and other items owned by the club.
- Co-ordinate and organise equipment purchases in consultation with coaches and committee members.

2.3.10 Safety Officer

- Liaise with age group coordinators, coaches, committee members and parents on any safety concerns raised or discovered.
- Propose solutions to safety concerns.
- Get committee approval for solutions and coordinate their implementation.

2.3.11 Webmaster

- Perform any necessary admin work required on the club's website.
- Assist others within the club if they encounter problems using the website.

2.3.12 Age Group Coordinators

- Actively involved in coaching at one or more weekly coaching sessions attended by the athletes in this age group.
- Maintain list of attendance at training sessions and ensures all athletes are registered and have paid their fees.
- Selects relay teams and cross country teams for that age group, in consultation with other coaches as necessary.
- Advises athletes on individual event selection for competition, consulting other coaches as necessary.
- Help athletes set their targets for the year, consulting with other coaches as necessary.
- Main motivator for this age group, inspiring athletes to attend training, focus on improvement and to have fun!
- Notify all registered athletes in the age group of forthcoming competitions.
- Compile entries for that age group for each competition and provide to competition secretary.
- Attend competitions in which this age group takes part and ensure athletes are well looked after. If not able to attend, ensure someone else is looking after the age group.
- Sign and return team declaration sheets at National cross-country and relay events.

2.3.13 Coaches

- Actively coach athletes in the different events and plan training schedules for groups and for individual athletes.
- Insofar as possible, ensure all athletes are fit for a particular training session, taking account of injuries.
- Be aware of any medical conditions that athletes in the session have declared on their registration forms.
- Ensure the safety of athletes during the training session.
- Be a motivator for all athletes and inspire them to achieve their potential regardless of their ability level.

- Focus should be on personal improvement rather than 'medal-oriented'.
- Recommend events for competition to athletes and age group coordinators.
- Adhere to the club's code of conduct to promote best child welfare practice as per AAI guidelines and attend training on same where necessary.

2.4 Representatives on Other Committees

County and Connacht Boards

- Represent the club at county board meetings and at Connacht meetings.
- Provide timely updates to the committee and coaches on county and regional matters.
- May be replaced as necessary during the year if unavailable to attend.

Craughwell Community Sports Group

- Represent the club at meetings of Craughwell Community Sports Group.
- Coordinate the club's duties in regard to the running of Astro turf, i.e. bookings, fees, maintenance.
- Advise either committee of any issues of concern that the other committee may have.

Craughwell Community Centre

- Represent the club at meetings of Craughwell Community Centre.
- Advise either committee of any issues of concern that the other committee may have.

2.5 Trustees

The Trustees were appointed for life by a Deed of Trust in 2014 for the purposes of purchasing the club's 8-acre grounds:

- Michael Tobin
- Mark Gillen
- Marion McEvilly
- Mike O'Connor
- Martin Conneely

Their duty is primarily to hold the grounds in trust for the club and in doing so:

- to ensure that planned expenditure does not jeopardize loan repayments
- to manage the loans associated with the facility development and refinance as necessary
- to make the final decision on any largescale expenditure as ultimately the trustees are legally responsible to ensure the prudent management of loans and expenditure so that the grounds remain in trust for the club
- to meet regularly throughout the year to review development plans and finances
- to provide updates to the Executive Committee