

NEW

Macra Manager



Macra na Feirme

Guide to Club Management

Mission Statement

THE MISSION OF MACRA NA FEIRME IS TO CONTRIBUTE TO THE SUSTAINABLE DEVELOPMENT OF RURAL COMMUNITIES IN IRELAND BY SUPPORTING THE SOCIAL, ECONOMIC, CULTURAL, PERSONAL DEVELOPMENT AND WELL-BEING OF YOUNG PEOPLE WHO HAVE A RURAL CONNECTION INCLUDING YOUNG FARMERS, BY REPRESENTING THEIR INTERESTS IN THE DEVELOPMENT AND IMPLEMENTATION OF RELEVANT POLICIES, PROGRAMS AND SERVICES AT NATIONAL, REGIONAL AND LOCAL LEVELS AND BY ADVOCATING ON THEIR BEHALF.



Macra na Feirme

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CLUB OFFICER SKILLS



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Process

Club officers are elected at the Annual General Meeting by the members of the club to conduct its affairs for the following twelve months. It is vital that before the AGM each year all officers organise their work / documentation to ensure a smooth handover of records and information to incoming officers.

There are usually four main officers: Chairperson, Secretary, Treasurer and PRO. The following pages deal with the role of each of these.

Basic Role Outlines:

CHAIRPERSON

1. Captain of the Team
2. Promote Competition Involvement
3. 80-20 Rule. Only 20% of your work is while in a meeting!
4. Ensure Club has balanced plan
5. Ensure you have a well run meeting.

CLUB OFFICER SKILLS



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Basic Role Outlines:

SECRETARY

1. Notice and Venue of Meetings
2. Minutes
3. Document and Distribute Club Plan
4. Correspondence
5. Affiliations

TREASURER

1. Paper Trail
2. Regular Reports at every meeting
3. Funding Applications
4. Budgeting – planning
5. Handover – end of year

PRO

1. Local Weekly Notes
2. Invite Press Photographers
3. Promote Events
4. Presence at events – Informal PR, Newspapers, Radio

STANDARD CLUB OPERATING PROCEDURES.

- Chairperson, Secretary, Treasurer and PRO to be elected at AGM in the months of May, June or July each year and these officers must be Garda Vetted.
- Each club to have standing orders ratified at AGM each year.
- Each club to draw up a club programme/plan at the beginning of the macra year, all club members involved in its compilation and its implementation, facilitated by officers.
- Hold monthly meetings where Agenda set in advance and distributed.
- Secretary keeps a record of minutes and minutes of previous meeting are read, proposed and seconded at monthly club meeting.
- Treasurer keeps a record of accounts and presents report of current balance, incomings, outgoings and update on club budget at club meeting.
- Club to have Bank Account/Credit Union Account with three signatories; one must be the treasurer.
- All correspondence to be conveyed to members
- All correspondence to be kept on file, Records kept of any outgoing correspondence, applications etc.
- Maintain regular contact with your TDO.

Relate

Record

Recruit



CHAIRPERSON TEAM CAPTAIN!



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The club chairperson, like a team captain, will encourage the club members to come up with new ideas and to participate in events organised by the county/regional executive or other clubs. Nobody wants to be involved in a club that does nothing. Everyone wants to be a member of an active club and help organise events. Like a team captain the chairperson will praise members who do a job well. S/He will be prepared to lead by example and take on more responsibility in organising outings and events, motivating others to do so in the process. The club chairperson should get to know the Training Officer and all the County Officers as their help can be invaluable.

1. To ensure that your club
 - Plans a programme
 - Implements this programme
 - Circulates it to members
2. To be familiar with matters of procedure with the rules, structure and work of the organisation.
3. To involve members.
4. To have a good working relationship with all your fellow officers.
5. To spread responsibility. If the Officers do all the work it makes for tired officers and a tired club. Some members need to be told exactly what to do before they will accept responsibility - be patient!
6. To have a club meeting at least once a month.
7. To have a club officer's meeting before and after the AGM.
8. To act as spokesperson or representative of the club.
9. To present the year's activity at the AGM and ensure club is prepared well for same.

GENERAL DUTIES

MACRA MANAGER

TOP TIPS FOR CHAIRPERSON

As Chairperson your role is to steer the committee, not dominate or dictate but to guide the conversations and navigate the club to a place where they are strong, happy and effective.

During the meetings ensure that dominant characters do not drown out the voices of those less confident - try to encourage each person to give their opinion.

Give encouragement and recognition to those who have put in effort to tasks - or those who always turn up and support events. Encouragement and recognition breed enthusiasm and commitment.

Mix with all members - you are not more important than them, be friendly and approachable. Make sure to call club members between meetings and keep that connection alive - don't just wait until the meetings to check in with them.

Keep your TDO updated with club activities, challenges and achievements - they exist to help and support you so be sure to keep in touch with them.

Remember meetings are only 20% of your role. Network in your community, find new ways to get your club active.

You are not the only person on the committee - delegate to others who have the skills you don't.

Lead by example - represent the club well in your behaviour, the way you speak & treat others.

Importance of club meetings

Your club meetings are vital, because they are the means by which you exercise your collective responsibility for leading the club.

They are necessary for information-sharing, reporting, review, discussion and decision-making.

Not all meetings are as purposeful as they could be, however. It is vital to plan and prepare all officers for the meetings so that you gain as much from the time together as possible.

Common problems with meetings include:

- Not meeting often enough
- Long discussions with no conclusion
- Decision-making on the basis of inadequate information
- Low attendance
- Uneven participation
- Unwillingness to ask questions.

Rules for meetings of the governing body (such as minimum frequency) should be specified in the standing orders: make sure you follow these rules. Each year at the AGM the standing orders should be reviewed / changed as required.

Club Name: Ballyconnell **Date:** 09.06.2020 **Venue:** Riverside Hotel.



Agenda Item	Time Allocated	Information / Discussion / Decision
Introduction. Apologies. Adoption of agenda.	5 mins	Information
Minutes of Previous meeting	5 mins	Information
Matters Arising	5 mins	Information
Correspondence	10 mins	Information / Discussion
Report from County Exec	10 mins	Information
Secretary report	5 mins	Information
PRO Report	5 mins	Information
Treasurer Report	5 mins	Information
*		
*		
*		
AOB	10 mins	Discussion
Date, time & Venue of next meeting	5 mins	
	Total time of meeting: 1 hr 5 mins	



Sub-Groups:

It is very easy for your trustees to get 'bogged down' with management and operational demands and to lose sight of the longer-term needs and strategy of your group.

One possible way to deal with this is to delegate authority to a smaller group that focuses on a specific set of tasks.

There are two types: — A subcommittee is a permanent group that deals with ongoing issues, such as finance — A working group is a time-limited structure that tackles a specific project, such as a fundraising effort.

Subcommittees and working groups offer an excellent opportunity for bringing additional expertise and resources into the organisation from individuals unable to commit to all the responsibilities and time commitments of the full governing body.

Only the Club Committee can decide to set up subcommittees or working groups. Any work done by subcommittees or working groups needs the ultimate approval of the whole committee. It is therefore essential that each subcommittee and working group has clear and up-to-date terms of reference that clearly describe:

- Remit (what its role is)
- Membership (who sits on it)
- Chairperson
- Powers (what it can/cannot do or decide)
- Reporting procedures
- Relationship to the Club / County Committee

Meetings are most productive if they are planned out properly beforehand. This responsibility usually lies with the chairperson and the secretary.

It is recommended that you:

- Set dates well in advance (we recommend that you agree these annually and add the dates to your workplan, for example, every third Thursday of the month)
- Ask trustees in good time if they have any items they wish to add to the agenda
- Send a reminder notice (for example, by text or WhatsApp) a few days beforehand to ensure maximum attendance
- Agree the agenda in advance (have a specified focus for each meeting)
- Circulate the agenda and any papers in advance of the meeting so that people have time to read them beforehand.

An organisational calendar should be maintained that notes when certain things need to be discussed by your governing body (for example: funder reports, regulator reports, AGM preparation etc). These could be listed in your work plan.

The Importance Of Planning



SECRETARY THE PLANNER!



Macra na Feirme

The club secretary is the lynch-pin in the committee - the one who checks the engine & the map before you start the journey!

A good secretary will be organised, punctual & computer literate. They should have a positive relationship with the chairperson and be happy to work alongside them providing support & guidance.

The secretary will need to work well with all the committee members & be approachable to club members in general.

The club secretary should know the Training Officer and all the County Officers as their help can be invaluable.

GENERAL DUTIES

1. To accept affiliations from new members and, along with the treasurer keep records of monies received to the club and sent to head office. recording as many details & updating details about members for the Macra database MIAMI (D.O.B, address, email, mobile number, occupation etc).
2. Give receipts for affiliations to members.
3. Book the venue for the meeting.
4. Notify members of the meeting well in advance.
5. Prepare agenda alongside Chairperson & distribute the meeting agenda before the meeting - ideally 3 days.
6. Write club minutes clearly. Maintain the secretaries book & keep it safe, bringing it to every meeting.
7. Keep, read & address club correspondence at meetings.
8. Prepare & write a club report on club activities for the AGM
9. Pay attention to the club email account.

TOP TIPS FOR SECRETARY

Being an effective secretary means you, the Chairperson & the Treasurer need to work well together. You are a partnership and each committee member is of equal importance, so maintain a friendly working relationship with each other - mutual respect, clear & regular communication.

As you are responsible for affiliations make sure that you get to know the club members - you are not more important than them, be friendly and approachable so that they feel able to talk to you about any changes or ideas they may have.

Don't get scared by the minutes - you are not meant to log every word said in the meeting. Just write the topic - the decisions made, the dates action is required by & the person responsible .

Set an evening each week where you will check / respond to club correspondence so it doesn't mount up.

Write up the minutes from your notes as soon as possible so you don't forget what your notes mean!

Put a time scale next to each item on the agenda to ensure the Chairperson can help stick to the club meeting time.

Importance of club minutes

Club minutes are often seen as tiresome and bureaucratic, but they play a key role in the effective running of your club.

The minutes of club meetings (and any of its subcommittees) are a legal record of its decisions and regulators can request them. It follows, therefore, that minutes and associated papers must be kept in a proper manner. However, that said, they are not to be feared. You are not writing a full account of every word spoken but simply a clear outline of the discussions.

Minutes should:

- Be structured in line with the agenda
- Be accurate and unambiguous
- Be concise, yet complete (bullet points can work well)
- Written objectively without reference to the speaker (unless absolutely central to the meaning)
- Avoid unnecessary acronyms and abbreviations (write in full on first instance)
- Record any votes by the numbers in favour, against and abstaining – not by name

Ballyconnell Club Meeting Minutes 22nd May 2020

Agenda Item No.	Agenda Topic	Decisions	Responsible Person(s)	Time-frame
1.	Open Meeting / Apologies	9:06pm. Apologies: <u>Graine O'Shea</u>	Chairperson John Malone	
2.	Minutes	Read, proposed by Geraldine <u>Brennan</u> and seconded by Ger O'Shea		
3.	Matters Arising	Johnny <u>Delahunty</u> confirmed he booked the Hilton on Time Square for Club Officer Training as requested.		
4.	Correspondence	Received a letter from Charity <u>Athas</u> . Decided to donate €30 by return.	Eddie Hobbs	Immediately
5.	Treasurer's Report	Balance at last meeting was €894.15. Since then a fine for setting off the fire alarm in the community hall has been paid for €150 but it is hoped the parents of the children responsible who set it off at the teenage disco will reimburse the club in the next week. Balance of €744.15.	Eddie Hobbs	
6.	PRO Report	Hitlist FM have agreed to a <u>five minute</u> interview in the week <u>preceding</u> bed push. Gave out fliers to potential members with assistance of club members at heifer sale in <u>Knobber</u> . Weekly notes were published in two of three local papers and also in parish newsletter last week	Gráinne <u>Seoige</u>	
7.	Bed Push	A4 labels for collection buckets to be printed. Preparation of float set for 7:30pm Friday 28 th May. Offered out of commission bed from St. <u>Lukes</u> .	Karen <u>Kloggs</u> Nurse Moloney to collect it.	Before Friday 28 th .
8.	County Bowling Night	Collected deposits from Joey, Samantha, Gordon, Jerry. All must be in Roll n Bowl at 8pm Sat 2 nd June.	Mary Flattery	
9.	Date of next meeting	Friday 28 th June.		
10.	Close	Chairperson George Clooney declared meeting closed at 9:55pm		



TRESURER MONEY MASTER!



Macra na Feirme

As club treasurer you are responsible for handling the income / expenditure during the year. Budgeting effectively in partnership with the rest of the committee members & being accountable for the safe keeping of monies raised.

Budgeting is about planning club finances. How much money will it take to administer the club and carry out the programme of activities planned for the year? Where will this money come from? What are the fundraising implications? How can you plan each fundraising event the club takes part in so that there is a profit? A lot of your tasks need to be done alongside the chair and secretary for accountability.

GENERAL DUTIES

1. Budgeting & Fundraising
2. Keeping accounts
3. Presenting reports - providing banks statements at each club meeting
4. Give & retain receipts for monies received / spent.
5. Open the club bank account (with chairperson & secretary) if not already open / change the names of the signatories on the bank account if officers have changed at AGM.
6. Be one of the signatories on the bank account.
7. Ensure cheque stubs are filled in
8. Be aware of any grant opportunities the club can access e.g. from the local ETB, LEADER etc and assist in the application process along with Chairperson and Secretary.

TOP TIPS FOR TREASURER

Budgeting is about planning club finances. How much money will it take to administer the club and carry out the programme of activities planned for the year? Where will this money come from? What are the fundraising implications? How can you plan each fundraising event the club takes part in so that there is a profit? These are the questions that budgeting should answer for you.

To budget accurately the club treasurer should:

1. At the start of the year look at the previous year's accounts and examine all costs incurred, all sources of income, the pattern of income and expenditure, month by month and the profitability of the events organised.
2. At the start of each programme planning period estimate the total costs to the club for administration and programme events during the period. Ensure that there are sufficient fundraising activities planned to meet the expenditure during the periods. And as much as possible plan events to ensure that funds are raised before money is spent.
3. For each fundraising activity calculate the total costs involved. Estimate the number of people who will attend or buy tickets. Divide the total costs by the estimated number of people and you get the price you need to charge each individual to cover costs. Then add a margin to ensure a profit for the club and to protect you from a less than expected crowd size.

Example - Disco

Cost	€
Hire of Disco	80.00
Hire of Hall	40.00
Advertisements in local paper	50.00
Letter to other clubs	8.00
Posters in local area	10.00
Total	188.00

Estimated attendance 150

Cost per person = $188/150 =$
€1.25

By charging €2.00 per person
the club should make €112.50

By charging €3.00 per person
the club should make €262.50

Fundraising is about ideas for making money. Most branches are in debt due to inactivity rather than over activity.



P.R.O

MEDIA MOGUL!



Macra na Feirme

This is a fun role and an important one. There is no limit in how creative you can be in promoting your club and remember you are part of a much wider group of PROs in the Macra network so you are never alone doing the job!

Being a good PRO does not mean you need to treat it like a full time job. Pick a couple of simple goals that you feel you can do and commit to doing them. If you require tips on how to gain contacts / utilising social media etc speak to the Macra National PR Manager Stephanie: sroy@macra.ie.

Being a good PRO is important for your club as it: Gains recognition for all your clubs hard work within the community; It helps with recruitment. If people know you are a vibrant club and organisation it's half the battle; It helps to gain support for events, i.e. competitions, courses, projects, social, etc.

GENERAL DUTIES

1. Updating club social media accounts
2. Contacting local newspapers / radio / tv regarding club events - fundraising etc.
3. Write press releases for club events / fundraising & distribute to local media
4. Create / update club scrap book - online or physical
5. Take photo's of all events on your smart phone - ensure you ask permission from those present before the event starts
6. Book professional photographers for big club events to ensure quality images that can be used in publicity.
6. Build relationships between the club and local media.
7. Monitor comments / images / posts on social media to ensure no inappropriate content / language is shared.
8. Send all your posts / press releases / media coverage to s.roy@macra.ie & your county PRO

MACRA MANAGER

TOP TIPS FOR P.R.O

Being a P.R.O isn't all about social media accounts - although that is a big part of it.

As P.R.O your role is to engage with the local press & raise the profile of your club locally. So make sure you create an address book with the phone numbers and email addresses of all the local papers and radio stations. If you have an event coming up give as much information as possible to the media so they can promote it for you. Many local radio stations have a local event diary which is free to advertise on.

Get to know local journalists also, let them know what the club has been up to / has planned. They may want to write a story about your activities.

Keep a record of all local media / journalists and photographers that can be used & accessed quickly.

Keep on top of your social media posts, making them bright, interesting & positive, the sort of posts people want to share.

Maintain good communication with the other officers and ask members to send you ideas for promotions.



Get more engagement on social media

- Post when your club members are online: poll your members to see what time they most use social media.
- Use / Make videos - see links below for ways to do this
- Share content that is funny / interesting & relevant to your members.
- Ask your page fans for opinions - recommendation etc.
- Boost your top posts - make sure you have an agreed PRO budget given to you by the club committee, do not use your own money.



PRO Resources

- To create interesting & fresh images for social media use: <https://pablo.buffer.com>
- To create simple videos using photos: <https://www.ripl.com/>
- To schedule all your social media posts in one so that you don't have to log in each day use: www.hootsuite.com or www.buffer.com

Child Protection Policy

Although Macra na Feirme is not a predominantly childrens organisation, we are committed to the welfare of our young members and to the implementation of good practice outlined in Children First National Guidance for the Protection and Welfare of Children 2017 and the Children First Act 2015. Macra na Feirme is committed to the welfare and protection of all of its members and believes everyone within our organisation has responsibility for ensuring that the best interest of the child is paramount. This policy is also linked to Macra na Feirmes Vulnerable Adults Policy and Code of Conduct.

In the Republic of Ireland the Child Care Act 1991 defines a child as 'a person under the age of 18 years, who is not, or has not been married. The age of sexual consent is 18 years (unless the person is not, or has not been married)'.

Child abuse can be categorised into four different types: *neglect, emotional abuse, physical abuse and sexual abuse*. A child may be subjected to one or more forms of abuse at any given time. Abuse and neglect can occur within the family, in the community or in an institutional setting. The abuser may be someone known to the child or a stranger and can be an adult or another child. In a situation where abuse is alleged to have been carried out by another child, Macra will consider this a child welfare and protection issue for both children and will follow child protection procedures for both the victim and the alleged abuser

Macra na Feirme will inform the appropriate statutory agencies when there are reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected. Macra will not ignore what may be symptoms of abuse, as it could result in ongoing harm to the child.

When an adult within Macra na Feirme is considering whether reasonable grounds have been met, it is important to remember that it is not necessary to prove that abuse has occurred to in order to report a concern. All that is required is that there are reasonable grounds for concern and/or harm. It is the statutory agencies' role to assess concerns that are reported to them.

Reasonable grounds for a child protection or welfare concern include:

- * Evidence, for example an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way*
- * Any concern about possible sexual abuse ~*
- * Consistent signs that a child is suffering from emotional or physical neglect*
- * A child saying or indicating by other means that he or she has been abused*
- * Admission or indication by an adult or a child of an alleged abuse they committed*
- * An account from a person who saw the child being abused.*

Please note this document gives an outline of the key points of the policy, if you would like to read the policy in full please request a copy from head office.



Club Responsibilities

Each Macra na Feirme club will be requested to carry out their own risk assessment of harm which is specific to their own structures and activities.

Each club will also be requested to adopt and implement the overarching Macra Child Safeguarding Statement and these child protection policies and procedures.

Role of ALL Club Officers

Each club officer has a responsibility & a duty to report any concerns in relation to Child Protection issues. Each officer must ensure:

- *They are fully familiar with the Clubs duties in relation to the safeguarding of children*
- *They have good knowledge of guiding principles and child safeguarding procedures*
- *A risk assessment of the club's structures and activities in relation to harm is carried out at least every 24 months*
- *The Macra Child Safeguarding Statement, Child Protection Policy and Code of Conduct is adopted and implemented by the Club*
- *All club members are informed and communicated with regarding all aspects of child safeguarding and protection.*
- *Reports of reasonable grounds for concern or harm are made to the statutory authorities promptly jointly with TDO / DLP*
- *Consult informally with a Tusla Duty Social Worker if unsure whether to report or to seek advice.*
- *To undertake any training required of them in the role*





MACRA NA FEIRME CHILD PROTECTION

How to deal with a disclosure / concerns
involving club members under 18

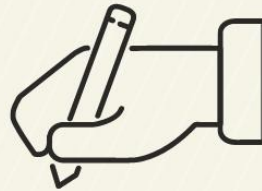


DON'T PANIC

Listen attentively. Reassure - they've done the right thing telling someone. Do not ask questions - only to clarify, it is not your job to investigate. Don't promise to keep anything secret.

RECORD THE DETAILS

As soon as you are able make a written record of the conversation in as much detail as possible. Sign and date that record and treat it as highly confidential.



CALL

If the young person is in immediate danger call the Gardai. As soon as you are able call your TDO / National DLP & they will work with you through the required steps.

DO NOT DISCUSS THE SITUATION

The only people you should discuss the situation with are the Gardai, or the National DLP / TDO involved in the case. Do not express any opinions about those involved in the situation.



ASK FOR HELP

If you have been affected personally - mentally, emotionally or in any other way by the situation & you are struggling, talk to your TDO & seek help.

MACRA NA FEIRME CODE OF CONDUCT

This Code of Conduct sets out the behaviour expected from members, staff, volunteers (Club/County/National Officers/Judges/Coaches/Mentors/Referees) and parents/guardians involved with Macra na Feirme Clubs and should be considered in conjunction with other policies and guidance as prepared by Macra na Feirme.

It is our wish that this Code of Conduct is developed, promoted and implemented in a manner that encourages respect, equality, safety and non-discrimination in all aspects of our work with members and staff.

Club, County, National Officers and Staff

All staff and Macra na Feirme members elected into office are in a position of trust/responsibility within the organisation.

Being in this position should dictate that you behave in a way that would not put members or colleagues in danger of harm or jeopardise the reputation of Macra na Feirme.



Additional considerations for staff, volunteers, members when working with members under 18

Staff, volunteers and members who are working with members who are under 18 years of age need to pay attention to and comply with all safeguarding legislation as well as Macra na Feirme's Child Protection Policy.



Macra na Feirme

CODE OF CONDUCT

Macra na feirme members, staff and volunteers should:

- Treat people equally and fairly, regardless of age, gender, sexual orientation, ethnic origin, religion or disability
- Be non-judgemental and have respect for others
- Look after one another and not use any form of peer pressure or bullying
- Refrain from offending others with foul language, anti-social behaviour or discriminatory behaviour
- Refrain from any form of bullying or harassment, including sexual harassment
- Refrain from defaming the character of another member, staff member or other person
- Not allow any form of discrimination to be condoned or go unchallenged
- Respect the opinions of others
- Co-operate with others and have a willingness to fulfil responsibility
- Have respect for property and other peoples' possessions
- Act within the law and comply with Safeguarding legislation, Health and Safety legislation, as well as all relevant Macra na Feirme policies
- Not bring the reputation of Macra na Feirme into question or disrepute



DEVELOPING CODES OF CONDUCT WITHIN CLUBS

It is important that club members are aware of and agree to abide by agreed codes of conduct. The most effective way to do this is to actively involve members in creating a group agreement for the club.

Tips for an effective club/county agreement are as follows:

- *To be used in conjunction with club constitutions, standing orders, and standard operating procedures.*
- *Created in partnership with members.*
- *Mutually agreed and 'owned' by the members of Macra clubs and the county officers and staff team.*
- *Does not contain too many rules.*
- *Worded positively.*
- *Language appropriate to the level of understanding of the members*
- *Relevant to all circumstances – e.g. competitions, social events, shows, meetings, trips and residential trips.*
- *Effectively communicated to everyone, including new members and parents/carers/guardians, if member is under 18 years old.*
- *Followed by the club and county officer teams at all times.*
- *Displayed prominently (where possible) within the meeting and referred back to.*
- *Reviewed regularly – we would recommend at the start of each new Macra year along with programme planning* It is helpful to refer back to this regularly and review the agreement; this could be done alongside programme/club planning or after the recruitment of new members.

Reporting an Alleged Breach of the Code of Conduct

A complaint in relation to an alleged breach of the Code of Conduct may be made by any person or persons to the local Training and Development Officer (TDO). (If for some reason, the complainant is uncomfortable/does not feel that it is appropriate to report to the local TDO they may report to one of the other TDO's). The TDO may deal with this informally if appropriate.

While an allegation of an alleged breach of the Code of Conduct may initially be made verbally or in writing, it must be submitted in writing by a complainant so as to enable it to be processed.

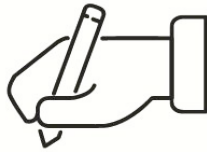
Formal complaints will be referred to the 'Hearings Panel' and they may investigate the allegation. The level of investigation required will depend on the circumstances. At the conclusion of the investigation, the panel may decide to impose sanctions on the person who breached the code of conduct.

Macra Na Feirme.

presents

COMPLAINTS PROCEDURE

Based on the code of conduct



Incident Arises:

Complainant makes a complaint to County Chairperson who reports straight to the local TDO.

If the complainant/respondent is under 18 years, their parents are also involved in this process

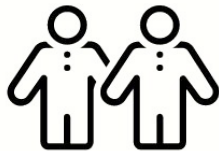


Training & Development Officer:

Assesses the complaint

Is this complaint related to child protection?

Is this complaint a breach of the Code of Conduct?



Child Protection issue:

If the incident relates to Child Protection the matter is referred to the club & TDO

DLP/reported to the Statutory authorities. The Training Officer may seek advice from Statutory Authorities / Macra DLP if unclear



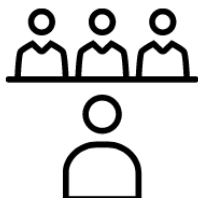
Code of Conduct Breach:

If the incident is a breach of the Code of Conduct, is it to be dealt with under the informal procedure or the formal procedure?



Informal Procedure

The TDO will be responsible for dealing with the complaint informally and agreeing the procedure to be followed with the parties.



Formal Procedure

Formal complaints will be referred to the 'Hearings Panel' for consideration.

At the conclusion of the investigation, the panel may decide:

- That no further action should be taken;
 - To refer the complaint to the TDO to deal with the complaint informally;
 - To undertake to hear the complaint formally; or
 - To refer the complaint to be dealt with under Macra's disciplinary policy.
- Refer the complaint to An Garda Síochána if it is deemed to be a criminal matter.

CLUB IDEAS & TIPS

The best way to attract new members and keep hold of your existing ones is to keep active.

Mix up the ideas and don't get stuck doing the same old thing. Remember not everyone loves sports, and not everyone is a farmer!

In the next few pages we will give you some ideas - when you meet as a committee plan your activities ahead so that you have time to organise them, advertise them and pay for them.

Consider which activities would work well as New Members events - a way for new people to come along and see what your club is all about, a chance to meet the rest of the members and to decide if your club is the place they want to be!

To help shake up the planner put all your ideas into a random selector to choose which activity to do:

<https://wheelofnames.com/>



Macra na Feirme

CLUB ACTIVITY IDEAS

- Scavenger Hunt
- Cook-Off
- Board Game Tournament
- Improv Workshop
- Karaoke Night
- Go-Kart Racing
- Jigsaw Puzzle Race
- Escape Room Games
- Laser Tag
- Volunteer for a local charity - clean up, painting etc
- Mystery Dinner
- Kayaking/Canoeing
- Trampoline Park
- Local Tour
- Painting Class
- Cooking Class
- Go for a walk - Mountain, Beach, Lake.
- Bowling
- Footgolf
- BBQ (Winter BBQ in a barn)
- Picnic
- Swimming
- Camping (indoor camping in the winter - barn)
- Cinema
- Quiz Night
- Farm Walk
- High Wire / Zip Wires
- Jive Classes
- Dodgeball
- Badminton
- Soccer
- Silent Disco



Macra na Feirme

ONLINE ACTIVITIES

One of the recent challenges has meant a lot of our club activities have had to move online. But all is not lost! Click on the links to apps / games and some ideas to keep you going should we go back into lockdown again:

[Kahoot](#) - quiz night

[Netflix Party](#) - watch a movie together but apart :)

[Virtual Escape Room](#)

[Online Pictionary game](#)

[Online Bingo](#)

[Online Zoom Karaoke](#)

[Online team games](#)



Macra na Feirme



TOP 3 TIPS

Running your club shouldn't be a challenge, keep in mind our top 3 tips to help you steer things in the right direction.

1

RECRUIT

Don't allow your club to become a clique - recruit new members, it's not so hard - just remember the reasons you joined & stayed & work from there.

2

COMMUNICATE

As a committee communication is key - communicate plans & ideas with each other, with your members & with your TDO. A successful club is a united club.

3

CARE

Care about your club, your members & your community - keep them at the heart of your planning & energy & you won't go far wrong.