



Objective

This policy has been compiled in order that the club committee are aware and can approve, any activity, which takes place in or beyond our club.

'Club activity' refers to any activity which a member of the club wishes to organise which do not fall under club fixtures as organised by South Antrim or All County.

1. Club activities will include

1. Organising tournaments which take place in our club or on club related premises e.g. Woodlands, Bunscoil an tSliebhe Dhuibh 3G pitch;
2. Organising activities/events outside of our club premises e.g. tournaments organised by other clubs within the County of Antrim, activities which do not involve the 4 codes (St. Patrick's Day parade);
3. Organising activities/events outside of the County e.g. visiting a club in another county to play friendly matches.

2. Procedure for organising any club activity

1. The lead organiser must complete **an Information Collection Form** (available on the club website or as a hard copy displayed on the board in the entrance or by asking any committee member);
2. All relevant information must be included in the Information Collection Form in order that decisions can be reached by the committee;
3. The lead organiser must check The Child Protection Policy if the event involves anyone under 18 ([Naomh Eoin CLG - Child Protection Policy](#));
4. All costings to run the event must be included and how these expenses are going to be met;
5. The lead organiser must sign and date the form;



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6. This form must be passed to the club secretary at least 8 weeks before the event for discussion at the next committee meeting;
7. No bookings or commitments can be entered into until the committee's approval for the event has been authorised;
8. The code coordinator will inform the lead organiser of the committee decision following the meeting where it has been presented;
9. Information Collection Forms will be check and signed off by the secretary and filed appropriately should revisiting a request be necessary;
10. No activity can commence without The Committee's approval.