



MOUNT MERRION YOUTHS FOOTBALL CLUB LIMITED

ROLE OF MANAGEMENT COMMITTEE

July 2024

The roles and responsibilities of the Management Committee of MMYFC are outlined as follows:

- To implement decisions of the club's Board of Directors
- To report to the Board on a periodic basis
- To implement Child Protection policies and procedures
- To determine Codes of Conduct for Committees, Players, Managers and Parents
- To determine and organise fundraising activities to support the club's day-to-day activities
- To manage the club's sponsorship and partnership arrangements in a manner that maximises benefit to the club.
- To ensure that appropriate kit and equipment is made available to all club teams
- To approve arrangements for all club footballing events. E.g.- Mini-World Cup, trials, invitational tournaments, etc.
- To approve all club tours in advance and to ensure arrangements made are appropriate to needs of players and the club
- To approve Annual Coaching Plan submitted by Director of Coaching
- To approve all inter-club player transfers
- To determine internal club procedures for the resolution of disputes or the implementation of disciplinary actions
- To protect the club from a reputational risk perspective and to manage the club's visual identity.

Conduct of the Management Committee:

Sport Ireland lays out a key guideline for protecting and promoting the organisational reputation of clubs as follows:

- ‘Make sure all committee members understand their responsibilities to act as champions for the organisation by promoting its work and reputation’.

The purpose of this document is to define appropriate guidelines for the conduct of the Management Committee as it carries out its’ activities.

In shaping any guidelines for the conduct of a committee and its’ members, continual recognition needs be made of:

- the voluntary nature of the work performed by all members
- the fact that differing and alternate views and opinions will be expressed on a regular basis.

In these circumstances, the majority view of the committee will be applied, and the matter will be deemed closed.

COMPOSITION OF MANAGEMENT COMMITTEE

- The Management Committee of the Club will comprise of a minimum of 5 and a maximum of 9 persons. The composition of the management committee may be changed by the Committee itself, in meeting.
- The Management Committee shall appoint a Chairman on an annual basis. The Chairman shall have the casting vote at meetings of the committee where such circumstances arise.
- Should a dispute arise over the composition of the committee or the appointment of a Chairman, the matter shall be referred to the Board of Directors who will have ultimate authority.
- The Board of Directors has a mandate to dissolve the Management Committee of the club if it deems necessary for any reasonable reason.
- No person is allowed be a member of the Committee if any debts are outstanding to the Club by that person.

MANAGEMENT COMMITTEE MEETINGS

- Management committee meetings should if possible be held once every six weeks and the duration should be limited where possible to an hour and a half.
- A quorum of four committee members shall be necessary to proceed with a meeting.
- Minutes shall be maintained to record all decisions taken.
- In the event of a vote on any particular topic, each member of the committee present at the meeting to discuss the matter shall have one vote. Only those members in attendance shall have a vote on that particular subject.
- In the event of a split vote, the Chairman shall have the casting vote.

CODE OF CONDUCT FOR MANAGEMENT COMMITTEE MEMBERS

Members of the Management Committee are expected to observe the following key codes of conduct. **Failure to do so will result in immediate termination of membership of the Committee.**

- As per Sports Ireland's guidelines, all committee members need to understand their responsibilities to act as champions for the organisation by promoting its work and reputation.
- All members of the Management Committee should make decisions at all times which are in the best interests of the club and its' members.
- Management Committee members should not assume any authority over and above that delegated to them at Management Committee meetings.
- No decisions which are the responsibility of the Management Committee can be taken by individuals without full consultation and discussion at a committee level.
- Decisions taken at Management Committee meetings should be accepted as final and no individual member, or group of members, should seek to reverse or undermine a decision by lobbying or mustering support outside of the Committee.
- At all times, matters discussed at Management Committee should be treated in confidence. Other club members will be briefed as appropriate at Managers Meetings.
- Under no circumstances should a member of the Committee engage with external parties on any club related matters without first advising the Chair.
- Committee members should respect the contributions made by all other members and should desist from divisive or aggressive action within or outside Committee meetings.
- Conflicts of interest or potential conflicts of interest must be immediately declared.
- A majority vote by the members of the Management Committee will determine if a conflict of interest is real. There will be no appeal.

Annual General Meeting

- A club AGM should be held each year in June.
- 21 days' notice shall be given by letter or email to managers and coaches who are on the central list. No alternates are allowed attend.
- All managers and coaches who are parents of players must have no outstanding debt owed to the club in order for them to attend.
- Elections to the management committee of MMYFC will take place at the AGM.
- Nominations for election of members of the Management committee shall be made in writing or by email to the Club secretary not less than 14 days before the AGM.
- A nomination must include a proposer and seconder, both of whom must be existing managers.
- Any nominee, their proposer and seconder, must have no outstanding debt to the club. If found to be the case, the nomination will be declared invalid.