



Constitution

Galway Sports Partnership – (GSP)

Comhpháirt Spóirt na Gaillimhe (CSG)

Galway Sports Partnership (GSP) / Comhpháirt Spóirt na Gaillimhe (CSG) is the Partnership representing Galway City and County in the development and delivery of initiatives of sport and physical activities for every resident of Galway city and county.

With offices held at Galway City & Galway County Councils

1. The Objectives

Principle Objective; the main objective for which Galway Sports Partnership (GSP) / Comhpháirt Spóirt na Gaillimhe (CSG) is established is as follows: (for the purpose of this document Galway Sports Partnership will here on in be referred to by its abbreviation “GSP”)

- 1.1 As the Sports Partnership for Galway, working closely with our key stakeholders, GSP provides opportunities for every resident of Galway city and county to participate in sport and physical activity, no matter their ability or location
- 1.2 Integrity, inclusion and progress are be the key values GSP abides by
- 1.3 GSP promotes healthy lifestyles and maximise resident participation through quality sporting and active recreational opportunities

Specific Objectives:

In furtherance exclusively of the foregoing main object, the GSP shall have the following subsidiary objectives:

- 1.3.1 The creation and implementation of plans for long term local sports development
- 1.3.2 The establishment of a sustainable structure to assist all those involved in local sports development to face the associated challenges e.g. sustainable programme development, recruiting and managing volunteers, quality training for volunteers, club officials, coaching and refereeing/officiating

- 1.3.3 Delivery of projects and programmes particularly for target groups as set by Sport Ireland and establishing networks at local level and liaising with existing initiatives
- 1.3.4 To assist clubs, all communities and other key stakeholders in the development and promotion of local sports clubs and physical activities in Galway city and county
- 1.3.5 To provide effective, regular communication through online and traditional channels to ensure maximisation of awareness of GSP and its affiliates as well as their activities
- 1.3.6 Become the focal point for any request regarding any sporting and physical activity, club or group available anywhere across city and county
- 1.3.7 To support and act as an advisory resource for clubs and all communities for local facilities
- 1.3.8 To advise and collaborate across departments in both councils to establish and embed an active profile in Councils' policy and directives to facilitate all residents and communities of Galway City and County in physical activity engagement
- 1.3.9 To allocate and distribute, and to assist in the allocation and distribution of funds for sports and physical activities as they relate to GSP goals and objective

2. Key Principles

The GSP in its work will seek to embody the following key principles;

- 2.1 The overall concepts of equality and social inclusion are accepted and included in the work of GSP
- 2.2 Integrity, inclusion and progress are be the key values GSP abides by
- 2.3 Mutual respect by all the participant organisations of each other's validity and interest
- 2.4 The Steering Group can complement existing initiatives both locally and nationally
- 2.5 The Steering Group will strive to ensure sustainability and accessibility
- 2.6 The work of the Partnership will maintain the highest levels of quality and governance
- 2.7 The impact of the work of the Partnership will be monitored and evaluated
- 2.8 The services of GSP will be available through Irish and English

3. Structure of the Partnership

- 3.1 GSP is established by Galway City and Galway County Councils in association with Sport Ireland as the representative body for sports and physical activity in Galway City & County in partnership with community, sporting, local business, educational, statutory, health and voluntary organisations
- 3.2 GSP is funded by Sport Ireland and various stakeholders and is responsible for delivering initiatives and activities as directed
- 3.3 Projects and initiatives will be delivered with priority given to those focused on the target groups as agreed with Sport Ireland. There will be maximum impact in both City and County at all possible opportunities

- 3.4 An annual work programme is presented to the GSP Steering Group and form the basis for workplan and objectives of each staff member
- 3.5 A Heads of Agreement is established between Galway City and Galway County Councils and will be regularly reviewed and adopted to ensure effective delivery of GSP strategy for all the residents of Galway
- 3.6 Galway County Council will receive all funds allocated to the GSP will be lodged to a dedicated code by Galway County Council. This money will only be used for costs directly associated with the running of GSP and its programmes and will be subject to internal and external audit

4. Membership

The Steering Group (SG) of GSP will be made up of representatives of the following organisations;

- Galway County Council, (x2– one elected representative and one executive member)
- Galway City Council (x2 – one elected representative and one executive member)
- Galway County PPN (x2)
- Galway City PPN (x2)
- Galway Roscommon Education & Training Board (x1)
- Health Service Executive West (x1)
- Galway Mayo Institute of Technology (x1)
- National University of Ireland, Galway (x1)
- Disability Representative (x1)
- Galway Chamber (x1)
- Local Development Companies – (x4)
(Galway City Partnership, Galway Rural Development, Comhair na n-Oilean FORUM, Letterfrack)
- Údáras na Gaeltachta (x1)
- An Garda Síochána (x1)

Agencies and organization who have a role in aiding GSP in achieving our objectives can be co-opted onto GSP SG after consideration by the SG for an agreed fixed period.

Sub-committees will be formed on a needs' basis by the GSP Steering Group. Terms of Reference and membership for each sub-committee will be authorised by the SG.

Expertise may be sought from companies, organisations and government departments to support and develop the opportunities and possible collaborations to maximise the impact of GSP on residents of Galway and may be asked to join SG sub-committees for a specified amount of time (in line with project timelines). A formal recruitment process will be adopted by the SG for each sub-committee where necessary.

5. Roles and responsibilities of the Partnership Steering Group

Each member of the Sports Partnership Steering Group will:

- 5.1 Be fully prepared at every meeting to participate fully in the SG's joint deliberations
- 5.2 Engage and support the collective decisions made, as a group, in the interests of the Steering Group and GSP's objectives
- 5.3 Act with transparency, honesty and diligence in order to enhance the strength of governance of GSP
- 5.4 Apply their experience and judgement on behalf of their representative body and the GSP SG
- 5.5 Arrange and report back to the organisation / agency they represent through appropriate and agreed means
- 5.6 Respect the confidentiality of the SG's deliberation and the sensitivity in which information may be shared
- 5.7 In the event of an SG member being unable to attend a SG meeting, a substitute may be nominated by the SG member
- 5.8 Member terms shall be five (5) years and members can serve a maximum of two (2) consecutive terms
- 5.9 The Chairperson position will be a Galway City or Galway County Councilor and is elected by SG members
- 5.10 The Chairperson will serve in that position for a period agreed by SG and will serve in that position for a maximum of three (3) years
- 5.11 The sports Co-ordinator will act as secretary to the Partnership Steering Group

GSP may exercise the following:

- 5.12 Co-opt appropriate persons on the SG as required
- 5.13 Accept membership of new persons/agencies on the SG
- 5.14 Fill vacancies as they occur in a timely fashion
- 5.15 Invite representations from groups/communities and statutory bodies as outlined at 4 above and replace members who have resigned
- 5.16 Where representative (s) are not in attendance for three (3) consecutive meetings, without a genuine reason for absence, they may be considered no longer a member of the Steering Group and a replacement will be sought
- 5.17 Establish sub-committees or working groups as are necessary and prescribe terms of reference for the said work groups. Minutes of all proceeding of the groups will be kept
- 5.18 Co-operate with and enter into joint initiatives with other persons and bodies, including with other local sports partnerships, having an interest in the promotion, funding and development of sports and physical activity and the deployment and use of sports facilities in Ireland
- 5.19 Do all such other things as are incidental or conducive to the attainment of the main objectives of the GSP

6. Arrangement for Meetings

GSP SG will hold Ordinary and Special Meetings as follows:

- 6.1 SG meetings will normally take place once each quarter
- 6.2 The location of each meeting and agenda for the meeting will be circulated to all members at least ten (10) days prior to the meeting by the Sports Partnership Co-ordinator. Meetings may also be held by video conference where necessary
- 6.3 Minutes of the meeting shall be maintained by the administrative staff and co-ordinator and circulated within ten (10) days after each meeting
- 6.4 The quorum for a SG meeting will be one third of total SG membership plus one, and the meeting shall select a chairperson if GSP SG Chairperson/Vice Chairperson are not in attendance/are in conflict
- 6.5 Only the business that is prescribed in the notice for the meeting shall be transacted at the meeting

Annual Meetings:

- 6.6 Annual General Meetings will be convened by the GSP SG by 31st March

7. Voting Procedures

Decisions of GSP SG should be reached by consensus. However, where consensus does not exist the following procedures will apply:

- 7.1.1 Each member of the SG has one vote
- 7.1.2 Employees of GSP are not eligible to vote
- 7.1.3 Votes to be counted by the Sports Partnership Co-ordinator or other persons as agreed by the Steering Group
- 7.1.4 The Chairperson will make known the decision to the Steering Group
- 7.1.5 Should it occur that the decision results in a tie, then the result will be determined by the casting vote of the Chairperson

8. General

- 8.1 Members of the public and the media shall not be permitted to attend SG meetings of GSP except and until invitation from GSP is given

Signed: _____ Date: _____
Chairperson

Signed: _____ Date: _____
Vice Chairperson