



SPÓRT ÉIREANN
SPORT IRELAND

**Galway Sports Partnership
Steering Group Handbook**

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Introduction

This document sets out a detailed roadmap of Galway Sports Partnership, its responsibilities and essential information for members of its Steering Group upon appointment.

Background

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.

The Constitution of GSP lays out the objectives and structure of the partnership. It also includes a breakdown of the Steering Group membership and organisations represented.

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

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

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

Roles and responsibilities of the Partnership Steering Group

As presented in the Constitution, each member of the Sports Partnership Steering Group will:

- 1.9 Be fully prepared at every meeting to participate fully in the SG's joint deliberations
- 1.10 Engage and support the collective decisions made, as a group, in the interests of the Steering Group and GSP's objectives
- 1.11 Act with transparency, honesty and diligence in order to enhance the strength of governance of GSP
- 1.12 Apply their experience and judgement on behalf of their representative body and the GSP SG
- 1.13 Arrange and report back to the organisation / agency they represent through appropriate and agreed means
- 1.14 Respect the confidentiality of the SG's deliberation and the sensitivity in which information may be shared

A code of conduct will be provided to all Steering group members for acceptance upon their appointment.

Finances and Funding

The main funder of GSP is Sport Ireland. Each year, GSP applies to Sport Ireland to deliver programmes, initiatives and grant funding for redistribution. Sport Ireland also support the staffing costs of the partnership.

Smaller funder agreements are in place with:

- Dormant Accounts for targeted disadvantaged groups
- Annual HSE grants for various initiatives
- Department of Transport
- Department of Foreign Affairs
- Ad-hoc funding for partnership working

Galway City Council provides Club Grant funding directly to the city clubs every year which GSP supports its delivery. They also accommodate one GSP staff member (as at July 2021) providing office and storage space along with IT and HR support.

Galway County Council accommodates all other GSP staff members, provides office and storage space along with HR and IT support. It also facilitates all payment processing (income and expenditure) for GSP.

An agreed level of match funding is expected annually as part of the Sport Ireland Funding Agreement.

Staffing Structure



Partnership Coordinator

- Lead officer of GSP
- Responsible for strategy, objectives, reporting to Steering Group
- Responsible for staff management
- Responsible for financial management and control
- Relationship management with all stakeholders and funders
- Spokesperson for GSP

Programme Manager

- Responsible for Relationship Management with National Governing Bodies
- Responsible for evaluating and establishing the current needs and requirements of residents of Galway for participation alongside National Governing Bodies
- Responsible for provision of volunteer training initiatives to enable clubs and groups to deliver a broad range of sport and physical activity programmes
- Empower Communities to develop deliver & sustain sports & physical activity programmes locally through training & support

Active Cities Coordinator

- Delivering the Active Cities project in line with Sport Ireland objectives
- Working closely with Galway city council to produce results around active cities infrastructure and environments
- Manage active cities budget and coordinate programmes inline with objectives of GSP

Community Sports Development Officers (CSDO)

- Be responsible for delivering the programmes through suitably qualified tutors in the communities to increase participation figures for Galway city and county
- Use data analysis to assess the key areas of impact in target groups like Women and Girls, Older Adults and those from Areas of Deprivation
- Identify sport, recreation and health initiatives and coordinating and delivering relevant activities
- Raise public awareness of any health and wellbeing programmes and promoting participation in sport, particularly in underrepresented groups
- Recruit and engage tutors in the community to deliver programmes and initiatives
- Work closely with clubs and groups to support and develop participation within the region

Social Inclusion Disability Officer (SIDO)

- Be responsible for delivering the programmes through suitably qualified tutors in the communities to increase participation figures in people with disabilities for Galway city and county
- Identify sport, recreation and health initiatives and coordinating and delivering relevant activities
- Raise public awareness of any health and wellbeing programmes and promoting participation in sport for people with disabilities
- Recruit and engage tutors in the community to deliver programmes and initiatives for people with disabilities

Community Sports Hub Coordinator

- Be responsible for delivering the programmes through suitably qualified tutors in the communities to increase participation figures in specific target groups and within the local region they work
- Identify sport, recreation and health initiatives and coordinating and delivering relevant activities
- Raise public awareness of any health and wellbeing programmes and promoting participation in sport for disadvantaged areas
- Recruit and engage tutors in the community to deliver programmes and initiatives for people in disadvantaged areas

Sports Administrator

- Be responsible for delivering all financial processing of GSP under the guidance of GSP Coordinator
- Coordinate and facilitate delivery of educational courses for clubs, individuals and groups
- Administer all programmes and initiatives as directed
- Provide direct administrative support for GSP Steering Group through GSP Coordinator
- Provide direct administrative support for GSP Coordinator

All staff members are responsible to the Steering Group through GSP Coordinator. Steering Group members will raise any concerns regarding staff to GSP Coordinator only and will not interfere with the staff duties directly.

Strategies and objectives

All strategies and objectives are available from GSP Coordinator upon induction.

A shared online folder is set up for the Steering Group where these documents are regularly reviewed and updated as appropriate. Access will be given to this folder upon acceptance to the Steering Group.

A copy of the annual plan will be available in this folder, along with all meeting notes and relevant papers and policies for review.

A copy of the Constitution and Governance Code papers will also be presented within this folder available to view.

A copy of the Code of Conduct for Steering Group members is available for review.