



club gan ainm!

GUIDE TO OPERATING YOUR NO NAME CLUB



www.nonameclub.ie

Purpose & Objective of Local No Name Club

Local No Name Clubs are individual clubs located in various places in Ireland. They are made up of Adult Committees and Hosts & Hostesses working by their own standard rules, Club Constitution and A.G.M. to run Affiliated clubs for young people generally.

The objective of “Local Clubs” is to provide a positive alternative to the pub culture for young people aged 15+ within their local area and to contribute to the successful growth of “No Name Clubs” throughout the country by:

- Recruitment of Adult Committee Members
- Recruitment of Hosts & Hostesses
- Planning and Organising Training programmes for Adult Committees
- Planning and Organising Training Programmes for Hosts * Hostesses in conjunction with Regional Coordinators
- Selecting a suitable venue for functions/meetings
- Planning and Organising non-alcohol functions in their local community
- Encouraging and preparing their Hosts & Hostesses for participation for National Youth Awards
- Encouraging and preparing their Hosts & Hostesses for participation in the Supertalent Competition
- Participating in National Youth Awards annually
- Participating in Supertalent Competition annually
- Contributing to & participating in annual Conference of No Name Clubs
- Contributing to the promotion of “No Name Clubs” in surrounding areas
- Actively promoting the Philosophy, Aims & Objectives and Ethos of No Name Club
- Supporting the local Development Officers, Training Officers & Regional Coordinators in the development of new clubs
- Provide for financial self-sufficiency

No Name Club Committee.

Committed voluntary effort will be needed to establish a No Name Club

The success or failure of a club will rest with the Committee, its ability to act as a team as much as the individuals skills and talents

Your Committee may benefit from peoples experiences in other organisations, but should not see themselves as representatives of those organisations on the No Name Club Committee

The experience of the Committee members and their known involvement in the social, cultural and business life of the community will inevitably reflect on the status and success of the Club

The responsibilities of the No Name Club Committee fall into four distinct but related functions:

- The promotion of Aims & Objectives of The No Name Club
- Give example to young people, particularly Hosts & Hostesses at and during official No Name Club Events by demonstrating that it is possible to enjoy a social event without alcohol in accordance with Aims & Objectives
- The general management of the Club, including finance; the recruitment and training of Hosts & Hostesses
- The organisation of entertainment and dealing with the commercial aspects of the venture

The promotion of a local Club will be required at two levels:

To the Civic, Cultural, Educational, Business and Resident Communities:

- It is essential that the above bodies are made aware of the purpose of the Club so as to ensure full support and encouragement for the venture and facilitate co-operation with existing bodies

To the General Public:

- Informing the public of the concept of No Name Club through innovative ideas & by use of special news releases to local radio & Newspapers

Working as a Committee

People on a Committee need:

- A sense of belonging
- A feeling of being wanted.
- Opportunity to engage in collaborative efforts with others
- Opportunity to give of self to others
- A place to use individual skills and talents
- A vehicle for increased interaction
- A place to experience closeness and caring

Guidelines for an Effective Committee:

Relax – Try not to worry about what others think of you and don't set impossible standards for yourself, no-one is perfect, just be prepared to make mistakes

Be Enthusiastic – Enthusiasm is contagious: if you have it you are well on the way to being a good leader. If you're fed up of what you are doing – let someone else lead for a while, young people can pick up on boredom too!!!

Join in – Join in the activities with young people, it shows an interest and gives you a chance to get to know them (and if you're interested then you have something in common and young people might just open up)

Have a Sense of Humour – Learn to laugh at yourself and your mistakes. Laugh with young people not at them. Let go of what is not important

Observe – Watch what goes on between people in your Club, the relationship between them, cliques and how people are different with people

Try to Understand – Try to understand why people act and react the way they do, it may be something to do with what you've seen of their relationship with other people in the Club

Encourage Young People – Encourage young people for what they do well, rather than criticize for what is not done well – it develops self-confidence and gives a sense of what is right and what is wrong. Don't be sarcastic with or ridicule young people
Be Fair – Make sure that you enforce the rules fairly and be consistent – avoid being harsh if you've had a bad day, or "too soft" if you've had a good day

Club Members

Chairperson, Secretary, Treasurer, PRO, Training Officer, Entertainment Officer, Adult Committee members, Hosts & Hostesses

Chairperson

- Know the aims and philosophy and ensure that the club functions in accordance with these aims and philosophy
- Call regular meetings
- With other committee members help draw up an agenda
- Chair the meetings
- Take an active part in meetings and keep the Committee informed of all relevant and appropriate matters
- With the Committee plan the programme
- Ensure that proper democratic decisions are taken
- Ensure that properly taken decisions are carried out
- Promote effective working relationships within the Committee
- Ensure everyone's ideas are heard and respected
- Promote the good name of the Club and the Organisation
- Ensure that the Committee constantly reviews its effectiveness in running a good Club

Secretary

- Attend all Committee meetings
- Keep the minutes of the meetings
- Read the minutes at Committee Meetings
- Deal with correspondence to and from the Club
- Send affiliation and insurance details to the office
- Send details of the Club's entries for National Awards/Competitions to the office
- Ensure that the Club responds to all requests from the Board of Directors/office
- Ensure that the effectiveness of the Club Committee in running a good Club is constantly reviewed

Treasurer

- Attend all Committee meetings
- Keep proper and up to date books of account
- Keep Committee informed of the state of the finances at each meeting
- Manage the Club finances
- Pay all Club bills
- Open and operate Bank Accounts for the Club
- Ensure the Club is properly affiliated and insured

PRO

- Attend all Committee Meetings
- Write reports for local newspapers
- Write reports for the Website
- Have photos taken at Club events and forward to newspapers and office
- Keep copies of the publicity received by the Club
- Promote the good name, the aims & objectives and the philosophy of No Name Club at every opportunity

Training Officer

- Attend all Committee meetings
- Ensure that appropriate training is made available for all members of the Adult Committee and Hosts & Hostesses as required
- Ensure, with other members of the committee, that the Aims & Objectives as well as the Philosophy of No Name Club is adhered to
- Ensure that the Hosts & Hostesses and all members of the Adult Committee know and understand the No Name Club's attitude to drink
- Ensure that the Committee constantly reviews its effectiveness in running a good Club

Entertainment Officer

- Attend all Committee meetings
- With other Committee members plan the programme of events for the Club
- Ensure everyone's ideas are heard and respected
- Ensure that the Committee constantly reviews its effectiveness in running a good Club

Hosts & Hostesses

The Hosts & Hostesses play a vital role in the Club. A local group of young people in Leaving Cert., Pre-leaving Cert, Transition Year or of a suitable age 15+ are recruited to act as Hosts & Hostesses of the No Name Club. Their role includes acting as leaders of their own peer group, taking on certain organisational and practical tasks during the running of the Club. Ensuring a friendly reception for all patrons of the Club. Creating a proper and enjoyable atmosphere in the Club. And making everybody feel part of what is going on. They are expected to inform themselves about the Aims, Objectives and Philosophy of the No Name Club and educate themselves about responsible attitudes to the use of alcohol and drugs.

When the Club is functioning they will ensure a friendly reception and integration of all patrons and help create the proper ambience.

To help young people carry out these important functions a No Name Club special Training Course has been devised. In the first year No Name Representatives will deliver Training Modules for Hosts & Hostesses.

Hosts and Hostesses are recruited from the young people in the community. When recruitment is organised through the schools, there will be a great need for co-operation between the Committee of the No Name Club and the schools officials. An early meeting should be sought with all of the schools principals to explain the purpose of the No Name Club and the reason for the involvement of young people. This should not prove difficult because the No Name Club is, in fact, offering an opportunity to young people, not only to contribute to the community but the chance to participate in a course which will be of enormous advantage to them right through their lives and a chance to enjoy themselves under the best possible circumstances. Those who have already left school and are living in the area should not be excluded from applying to join the No Name Club.

A visit to the school by a Committee Member to speak to the post Junior Certificate classes should be arranged and application forms can be left for them to complete. It is important that the forms when completed are signed by a parent or guardian.

Subsequent to visiting the schools you may wish to have an open meeting planned where the young people can come along to hear more about the organisation and to bring back their application forms. It is always advisable where possible that you have former Hosts & Hostesses on hand to promote the Club.

All prospective Hosts & Hostesses should be interviewed and they should be notified individually of appropriate time and date for interview. It is preferable that members of the local Committee and representatives of the National Organisation where possible conduct the interviews.

Once selection has been made and agreed by the Committee where possible it is advisable to have a good balance of male and female candidates. Each Host & Hostess should be written to after the interviews and the successful ones should be told when their first meeting will take place.

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