

1. Constitution

1.1 Name

The official name of the Knockadoon programme is KNOCKADOON YOUTH WEEK, or for short “the KYW”.

1.2 Main Objectives

1.2.1 Purpose

The fundamental purpose of the Knockadoon Youth Week is to provide a place where young people can come together to enjoy themselves, grow in their faith and relax in the company of their peers. Through sport, games, music, dance, dialect and catechesis, the KYW is to be a place where people can share in the lives of others and in turn learn about them and from them.

It is hoped that the young people who travel to Knockadoon Camp will: gain a renewed and healthy view of themselves and others; recognise the need for co-operation and compromise; recognise the importance of every individual whoever they may be and wherever they may be from and develop mutual respect and understanding to deepen their own spirituality.

1.2.2 Mission Statement

~ The Knockadoon Youth Week supports the holistic development of all people involved, strengthens communities and enriches faith ~

1.2.3 Values

*Faith
Safety
Joy
Co-Operation
Growth*

1.3 Roles

In the normal functioning of the KYW, many people have different roles and responsibilities. The following is a general breakdown of the KYW’s personnel and structures.

PATRONS

The Irish Dominican Province, are the patrons of the KYW, which the leader team run on their behalf.

CAMP DIRECTOR

The Camp Director is a Dominican who is appointed by the Provincial of the Irish Province to carry out the day to day running of the camp. The Camp Director is the permissive overseer of the KYW who also provides guidance and spiritual direction to the group.

SENIOR LEADER

The term “Senior Leader” applies to the person who is appointed by the Camp Director to be responsible for the day-to-day running of the KYW. It is the role and ordinary authority of the Senior Leader to:

- Organise and supervise the activity of the leaders and campers in his/her charge;
- To promote and discuss with the leaders, possible improvements in the KYW;
- Ensure that the rules and policies of the KYW are upheld;
- Act as the liaison between the Camp Director, Dominican community and the KYW;
- Meet regularly with the leaders to discuss the current events;
- Refuse someone application to the KYW.
- Deal with the day-to-day finances and banking of the KYW;
- Ensure that all financial transactions of the KYW are accurately recorded;
- Ensure that only authorised funds are spent;
- Make a financial report to the committee twice a year;
- Make a financial report to the Provincial once a year.

It is also the sole and extraordinary authority of the Senior Leader to:

- Ensure the policies and the ethos of the KYW are maintained, having the right to veto any proposed change to the constitution or rules that would be deemed contrary to the tradition and ethos of the KYW;
- Call and chair a formal meeting of the KYW committee;
- Call individual meetings with any member of the leader body to review their performance;
- Propose to the committee a change in the constitution or rules of the KYW outside the normal annual review of the constitution or the rules;
- Remove a camper from the summer programme;
- Dismiss a leader from their duties of the KYW leader committee;
- Propose the removal of a member of the leader team to the Camp Director;
- Suspend a leader from their duties (for a period not greater than one month);
- Approve the addition of new leaders who have been considered by the selected representatives of the KYW;
- Act as an arbitrator in any dispute between a camper and a leader.

ASSISTANT SENIOR LEADER

The term “Assistant Senior Leader” applies to the people who are elected to assist the Senior Leader in his/her responsibilities for the running of the KYW. In the Senior Leader’s absence, the Assistant Senior Leader(s) shall have the same ordinary authority as the Senior Leader.

CHILD PROTECTION OFFICER

The term “Child Protection Officer” applies to the person, a KYW over 18 leader, who is appointed by Senior Leader in consultation with the Camp Director and is responsible for ensuring that KYW leaders sign up to and maintain the camp’s child safeguarding policy. KYW’s child protection officer will liaise with the camp’s ‘Designated Liaison Person’ (DLP) regarding any concerns on child safety.

AREA HEADS

The term “Area Head” applies to the person who is appointed to:

- Organise and supervise the activity of the leaders on his/her team;
- Build a meaningful relationship with the Dominican community;
- Call a meeting of his/her team;
- Positively promote and advertise the KYW;
- Organise KYW events such as information nights and school visits;
- Contribute to the fundraising goals of the KYW;
- Ensure application forms are easily accessible;
- Organise collection of money and lodgements;
- Update the Senior Leader on any progress made.

ASSISTANT AREA HEAD

The term “Assistant Area Head” applies to the people who are elected to assist the Area Head in his/her responsibilities for the running of that KYW region. In the Area Head’s absence, the Assistant Area Head shall have the same ordinary authority as the Area Head.

HEAD OF DEVELOPING AREAS

The term “Head of Developing Areas” applies to the person who is appointed to:

- Organise and supervise the activity of the leaders on his/her team;
- Call a meeting of his/her team;
- Positively promote and advertise the KYW in new areas;
- Determine whether or not a new area is worth pursuing;
- Update the Senior Leader on any progress made;
- Be the point of contact for any new enquiries from parents/campers in regions that the KYW is not yet established;
- Ensure application forms are easily accessible;
- Organise collection of money and lodgements.

FUNDRAISING OFFICER

The term “Fundraising Officer” applies to the person who is appointed to:

- Organise and supervise the activity of the leaders on his/her team;
- Call a meeting of the fundraising committee;
- Organise and supervise activity during fundraising events;
- Promote and update the leader team about upcoming fundraisers;
- Set realistic fundraising targets and goals at the beginning of the KYW year;
- Liaise with the FYC fundraising team to prevent any events clashing;
- Provide regular updates on progress at committee meetings.

TRAINING OFFICER

The term “Training Officer” applies to the person who is appointed to:

- Organise and supervise the activity of the leaders on his/her team;
- Set training priorities for the coming year with Senior Leader;
- Research potential training opportunities;
- Inform the entire leader team of upcoming training courses;
- Organise training courses;
- Get feedback from leaders about which areas they would like to receive training on;
- Record and maintain training records for the leader group on training completed.

MEDIA OFFICER

The term “Media Officer” applies to the person who is appointed to:

- Organise and supervise the activity of the leaders on his/her team;
- Ensure the KYW is being positively promoted on all media channels;
- Ensure there is regular posting on media channels;
- Ensure a quick response time on direct messages/enquiries;
- Promote events and fundraisers on media channels;
- Escalate any social media problems to the Senior Leader;
- Production of the KYW Movie.

LEADERS

The role of the Leader, under the direction of the Senior Leader, is to:

- Supervise the campers of the KYW in a manner compliant with the rules and policies of the KYW;
- Carry out the tasks prescribed to them by the Senior Leader;
- Carry out the functions required for the well-being and safety of the campers;
- Carry out the functions required to achieve and maintain the goals of the group;
- Ensure the highest possible standard of care for the campers;
- Ensure that the other members of the leader team abide by the rules of the KYW.

CAMPERS

The term camper applies to a person, who applies to the KYW to travel to camp in order to benefit from and participate in the activities of the KYW programme. A camper can be between the age of 10-17 years old and will be refused application otherwise. The number of campers per week is restricted to the capacity of the camp. The camper is entrusted into the care of the Camp Director and the Senior Leader by their parent/guardian for their particular time on camp. The term “camper” applies to a person who, through application, is part of the general body of the KYW and not members of the leader team.

Campers are expected to:

- Abide by the rules of the KYW;
- Show respect to and cooperate with the members of the leader team;
- Show respect to the other campers of the KYW;
- Receive the fullest possible care, attention help and supervision from the members of the leader team;
- All participants will pay a fee to travel to camp, which will be set at the beginning of each year.

VISITORS

A visitor to the KYW is someone who is not normally part of the functioning of the KYW. Visitors under the age of 18 will be treated as camper for the duration of their stay and must have the permission of the Senior Leader/Camp Director to be present on camp or at KYW events.

Visitors over 18 years of age must have the permission of the Senior Leader/Camp Director to be present on camp or at KYW events. On no account should any visitor carry out the duties of a leader. Visitors over the age of 18 must be accompanied by an over 18 leader at all times.

Admission will be refused to any visitor who is intoxicated or is known to be currently investigated or has in the past been charged and found guilty of any breach of the laws of the Republic of Ireland (or any other jurisdiction) in relation to offences against minors or the misuse of illegal substances.

THE KNOCKADOON YOUTH WEEK LEADER COMMITTEE

1. The committee is the governing body of the KYW.
2. The officials of the committee shall comprise of the following – the Senior Leader, the Assistant Senior Leader(s), the Area Heads, the Head of Developmental Areas, the Fundraising Officer, the Media Officer, the Training Officer, the Friary Youth Club President and any other individual the Senior Leader deems as appropriate.
3. The Senior Leader shall appoint acting officials in the event of a committee member being unable to fulfil their duties and the term will last until the beginning of the next KYW year.
4. The structure of the Committee can be found in Appendix A.
5. Members of the committee will provide secretarial support to the KYW as the KYW has no official secretary role.
6. The committee shall meet on a regular basis, to discuss the current situation of the KYW and new ways it could be developed along its founding principles. A vote shall be taken on all proposals; a simple majority being required for approval. The Senior Leader shall not have a vote unless there is a tie, in which case the Senior Leader shall have the casting vote.
7. All matters of a serious nature are to be reported to the Camp Director and if needs be, the DLP.
8. During the committee meetings all members of the committee are responsible to the Senior Leader.
9. The committee shall review the constitution and rules of the KYW once a year; a two-thirds majority being required to change the constitution and a simple majority being required to change the rules of the KYW. These changes will be presented to the Camp Director for review. No such majority shall be required if a Law of Land requires such changes.
10. The Senior Leader and Assistant Senior Leader(s) shall meet the Camp Director at least once in the off season.

ROTATION OF ROLES

- The role of the Senior Leader will be held for a period of two years, as agreed in writing between the Senior Leader and the Camp Director. There is an option for a third year of service to be added to the Senior Leader's term upon agreement between the Senior Leader and the Camp Director. No period of service by the Senior Leader can exceed three years.
- The following roles will rotate automatically every two years: Head of Dundalk; Head of Tallaght; Head of Cork etc.
- The above will also apply to the Assistant Head of Dundalk, the Assistant Head of Tallaght; the Assistant Head of Cork etc.

1.4 FINANCES

1. The KYW year begins on the 1st of August and ends the following 31st of July.
2. The Senior Leader shall make a financial report to the committee twice a year, however the Camp Director may examine the accounts at any time.
3. Any spending under €500.00 must be approved by the Senior Leader. The Senior Leader and the KYW leader committee must approve any figure from €500 up to €5,000. Any amount over €5,000 must also have the approval of the Camp Director.

1.5 GRIEVANCES

If you have any grievance, which you consider to be genuine in the respect of any aspect of your duties, as a leader, you have a right to a hearing by the Senior Leader or the KYW leader committee as circumstances warrant.

1.6 CONFIDENTIALITY

Leaders may not disclose any information of a confidential nature relating to the KYW. If the KYW owes an obligation of confidence to any third party during or after the leader's term, except in the proper course of their employment or as required by the Legal Offices of the State (i.e. the Courts and An Garda Síochána).

1.7 INCOME AND PROPERTY

The income and property of the KYW shall be applied solely towards the promotion of its main object as set forth in this constitution. No portion of the KYW's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the campers of the KYW unless it be within the normal activity of the functioning of the KYW.

No officer appointed to any office of the KYW shall be paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the KYW. However, nothing shall prevent any payment in good faith by the KYW of:

- a) Reasonable and proper remuneration to any member of the KYW (not being an officer) for any services rendered to the KYW;
- b) Reasonable and proper rent for premises demised and let by any member of the KYW (including any officer) to the KYW;
- c) Reasonable and proper out-of-pocket expenses incurred by any officer in connection with their attendance to any matter affecting the KYW;

1.8 WINDING-UP

If upon the winding up or dissolution of the KYW there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the KYW. Instead, such property shall be given or transferred to some other charitable institution or institutions having main objects similar to the main objects of the KYW.

The KYW leader committee shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object.