

THE OFFICIAL VOICE OF THE NORTHERN IRELAND FEDERATION OF CLUBS

Club Review

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Minutes of the Executive Meeting

Hosted at the Harland & Wolff Welders F.S.C.
on Wednesday 6th September 2017

The Chairman opened this, the first meeting following the summer break, by providing apologies on behalf of Tommy McMinn, who was on holiday, and Gerry Gallagher, who is in recovery following illness.

It was then requested that the Secretary read the minutes of the previous meeting. These were passed as a true record by Philip Mallon and Raymond Conor.

An extensive list of queries received via the helplines was read to the committee with explanations provided by the Chairman, Secretary and Treasurer on the details.

Quite a number were in relation to the new Sky tariff being provided for registered sports clubs with extensive playing areas.

The correspondence forwarded to clubs in respect to the new tariff, is the result of over three years of lobbying for recognition of registered sports clubs with substantial outdoor playing areas. A limited number of registered sports clubs with similar sized indoor arenas will of course also benefit.

The aforesaid letter also outlined the importance of recognising that a club can only receive a sports registration if it is in receipt of Sports and Recreational relief

from the rating agency, which requires that a minimum of 20% of a clubs premises must be allocated for a sport or leisure activity included in the rating agencies approved list of activities. There have been a number of clubs who have thought the club name, having a reference to sport, was sufficient but this is not the case.

A number of queries also focused on employment issues, club rule books and the role of trustees. Brian McCartney, commented on his experience in trying to explain the importance of following the template provided by the Federation.

The Chairman provided clarity on the role of club trustees, which many view as having more power than they actually do have. An informative editorial on trustees is available from the Federation, with the said editorial having already appeared in Club Review.

An interesting query focused on barring someone who was an employee, the complexities of which were explained by the Chairman.

The Treasurer, David Larmour, provided details of clubs in his area which are seeking advice. These mainly focused on administration issues. Data protection is an

important area which has presented a potential problem.

The Chairman requested guidance from the Data Protection Agency, which to date has not been provided.

A brief conversation seemed to underline the Agencies lack of knowledge as to the requirements of compliance in respect to a private member club registered under the 1996 (NI) Clubs Order.

A query on the procedure for registering a new club was covered in some detail by the Chairman, who confirmed that the application procedure is available via the federation.

The Treasurer provided a comprehensive report which was passed as a true record.

An anomaly related to the phone tariffs was clarified during a discussion on the issue. This revealed that

continued on page 4



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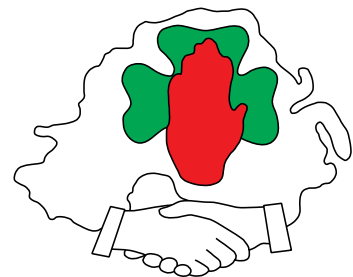
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there was, what seemed to be, an error on the part of the telecoms provider, which came to light. This has resulted in a refund by the provider to the benefit of the Federation.

This concluded the meeting. Thanks was extended to Harland and Wolff Welders FSC for hosting the meeting and for providing the hospitality which followed.

Harry Beckinsale
Secretary
N.I. Federation of Clubs



New Sky tariff imminent

By now, most, if not all clubs will be aware of the new tariff negotiated with Sky Television, which will see registered sports clubs, with large outdoor playing areas, and a number with similar size indoor facilities, benefitting by having the Rating NAV of those areas separated from the social area of the club.

This follows over three years of talks with the global satellite broadcaster, during which time we have developed an association.

We could have lobbied government about Sky, but chose to explore matters with the Rating Agency, using the information provided to support our discussions with Sky officials.

Thankfully this approach proved to be a much better way via which to establish a working platform.

While the sport and recreational relief is available to all clubs which fulfil the minimum 20% of premises provided for a prescribed sport and recreation, it is those clubs with the extensive playing areas which will benefit most.

This saving should not be underestimated, as it is a significant Federation achievement, and a generous acknowledgement by Sky, of the provision of sports and recreational facilities provided by registered sports clubs in Northern Ireland.

We have been receiving a huge number of calls following the mail-out to our members.

We understand that in many cases, the cost of providing Sky sport was unaffordable, leading to the temptation of being attracted to false claims of internet streaming being legal. Hopefully this will allow those members to avail of official Sky services.

While the Federation is pleased to assist members in the event of detection, the threat of prosecution should not be treated lightly. If a prosecution is taken, clubs should be aware that it is the Secretary who is under the threat of legal action, and any resulting penalty.

How to deal with possible club financial fraud

Clubs should be prepared to act immediately on suspicions of fraud. Whether investigations are conducted in-house or by third party, it is important that the club has a basic understanding of the investigation process and what you can and cannot do.

Investigation options available:

- do nothing
- in-house investigation
- external investigation by professional advisers/ consultants
- police investigation (potentially leading to criminal prosecution).

In the past, the first reaction of a committee was to phone the police to start a criminal investigation, however, more often than not the police fail to take action:

- The detective responsible for the investigation is called off to a more important crime, or
- The detective states there is insufficient evidence or there are just too many people 'with their finger in the pie' to bring a successful criminal action.

So a Committee has to think carefully which course of action they take. The Committee's responsibility is to 'protect the clubs assets', the best course of action is usually to take steps to recover the stolen money and to ensure no further losses occur.

The Fraud Advisory Panel have issued guidance on this subject and they point out that if the police are called you can no longer expect them to do all the work, they do not have the experience or the resources and it will be necessary for the club to provide them with the documented evidence.

The committee should also consider that criminal action

may not be the best course. Law enforcement agencies focus on gaining a criminal conviction not gaining financial redress for the club. Civil action is becoming more common, it is easier to satisfy the civil burden of proof than the criminal burden of proof, making civil recovery preferable in some cases. Taking civil action does not prevent a separate criminal charge being brought.

The option(s) pursued will depend upon the club's objectives and appetite for taking action (disciplinary, regulatory, civil or criminal) against the suspected fraudster and a variety of other factors, such as the complexity of the case, the level of internal fraud investigation resource available, any legal and/or professional advice obtained and cost.

The investigation process can be quite complex for someone with little or no experience and it is important that clubs give due consideration to the need for external professional advice to avoid falling foul of the law, contaminating important evidence and preventing further losses from occurring.

Planning an investigation

Key issues to consider when planning an investigation should include (but are not limited to) the following:

- Are your objectives clear and have they been agreed upon. Identify any difficulties that may be encountered during the investigation. Has the cost (time, money and resource) of the investigation been considered?
- Who will supervise the investigation and keep a record of it? What (if any) investigative skills are available in-house? Should you involve the police

and/or appoint external professional advisers/investigators to conduct the investigation? Who should be aware of the fraud within the club?

- Evaluate your evidence; consider the quality of evidence gathered, its relevance, reliability and admissibility. It is important to remember that there are different standards of proof that need to be met according to the type of action you wish to take against the fraudster - disciplinary, regulatory, civil or criminal. Legal and/or professional advice may need to be sought.
- Any action towards a suspect should be measured and justified. Particular care should be taken in cases involving employees to determine whether there are sufficient grounds to suspend them and/or restrict their security clearance/access. If in doubt you should seek legal and/or professional advice.

Reporting

Each stage of a fraud investigation should be documented. The written report should be accurate, relevant and time referenced. The investigation report is likely to end up in court if the case is prosecuted, so it is crucial for it to be clear and concise. Once evidence is gathered the suspect should be interviewed and presented with it. They should also be allowed an opportunity to respond to the evidence. If it is a clear-cut case or the suspect admits guilt, it should be assessed if they have funds available and if they are willing to repay the club immediately or in instalments. If it's unlikely that money will be voluntarily repaid then civil action could then be considered.

DONT'S

- Allow too many people to know about the allegations before they are investigated.

- Make defamatory statements to members at the AGM. To protect the Club from a counter claim it may not be possible to tell the members all the facts.
- Allow individual officers and staff to confront the suspected fraudsters as this could not only lead to physical danger but also to the destruction of evidence.

DO'S

- Consider the immediate actions that need to be taken to preserve evidence and prevent further losses occurring.
- Use experienced experts to gather high quality evidence and witness statements.
- Evaluate all the costs of civil action both from the club's professional advisors and the court.
- Consider the ability of the perpetrator to repay the missing funds.
- Follow legislation, specifically employment law if the perpetrator is an employee.
- Manage the flow of information about the investigation on a 'need to know basis', but be ready to react to internal rumour and/or external enquiry.
- Consider the use of 'parallel sanctions' and associated criminal or disciplinary proceedings for employees.

If the committee establish a clear plan of action at the start of the investigation then the chances of success are greatly improved. Ultimately, any time that money does go missing, irrespective of the outcome of a fraud investigation, should be a wake-up call for the committee to review the club's money handling and banking policy to ensure as few people as possible have access to cash, that proper financial records are always kept and that random spot checks are undertaken to check the system is working effectively.

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Small businesses failing to understand employment regulations

A study has uncovered a worrying lack of understanding around employment regulations amongst small businesses in the UK.

A lack of HR resources and expertise is leading to risky hiring practices and a misunderstanding of employment regulations has been revealed.

The report follows the release of official data from The Pensions Regulator, which revealed that the number of employers being fined up to £10,000 a day for not complying with the new regulations on workplace pensions, has shot up by 300% in three months.

The survey of 500 small and medium-sized enterprises (SMEs) finds that such businesses are most at risk due to a lack of dedicated HR expertise or resource. According to the study, only 37% of SMEs have a good understanding on all matters to do with employee rights and employer regulations and keep updated on regulatory changes continuously.

A quarter also admit that while they understand current regulation, they struggle to keep up with changes.

Some 12% feel they have limited to no understanding of present employment

regulations, let alone changes in the future.

When questioned about the hiring process and time to hire new talent, two thirds (67%) of the respondents revealed that they do not have anyone dedicated to hiring suitable staff or HR.

Of those businesses, the vast majority (77%) feel that the responsibility for hiring falls to the business owner.

More than one in five SME owners surveyed (22%) take between two and five days to hire and 'onboard' a candidate, including registration, tax and insurance setup, reference

checks, payroll registration, pension enrolment; all complex processes which take business owners away from their core responsibilities.

Outdating recruiting techniques
Other findings from the survey shed light on the antiquated methods SMEs continue to use in search of staff, despite advances in technology.

Despite the decline in print media, 30% of SME business owners polled still post an advert in a newspaper when searching to fill a role, and more than half (55%) of those questioned still rely on word of mouth.

Meeting members' expectations and beyond

Keeping the offering fresh and finding ever more reasons to attract members through the doors is a perennial challenge - one which clubs around the country continue to focus on.

There's no getting away from the impact changing consumer lifestyles have had on the on-trade in recent years; people are more health-conscious than ever, meaning they are more aware of what they're eating and drinking and how active they are. At the same time, at-home entertainment services and restaurant-quality delivery services are becoming increasingly popular, all of which pose obvious challenges to clubs looking to attract members to spend their hard-earned cash in their bars.

There are reasons to be cheerful though; socialising in the on-trade remains an important pastime, especially now the beer and cider market is back in growth, in both volume and value. New products and the craft beer movement are successfully attracting consumers to the beer and cider categories. Whilst people may be drinking less, they're drinking better and are prepared to pay more for quality, so long as it represents good value to them. So what does this all mean for clubs? Well, that depends on the club to a degree. This is a notoriously diverse segment, with clearly different challenges facing community social clubs, to those facing private members' clubs. But ultimately, the key for any club looking to increase footfall and revenue is to be relevant to your target customers and provide an experience that's better than staying home; clubs need to keep moving with the times to attract new members, but also

be careful not to alienate existing ones. Consumers' expectations are higher than ever, so clubs need to listen to what patrons want from their club experience and cater to their needs to ensure repeat custom.

Making sports fans your fans
With sporting occasions being a common reason for people to drink out of home, there's a clear opportunity for clubs presented by televised sport. It's not just football that can bring people into outlet, but also darts, rugby, GAA and boxing can provide the atmosphere that customers can only get in the on-trade. Sport gives clubs a great opportunity to drive consumers through the door mid-week, as well as the weekends.

As well as televised sports, members are also looking for other reasons to come into clubs, whether it's a quiz night or live music. Events like these are a great way for clubs to differentiate themselves and increase footfall into the club.

Get your drinks range right
Clubs are encouraged to contact their supplier to find out how beers and ciders can help to grow their sales. Almost two in every three pints of lager consumed in the UK On-Trade is a classic lager with brands like Harp, Tennent's and Coors remaining firm favourites with consumers looking for a refreshing and easy to drink lager.

With many clubs having a far more diverse customer base than they used to, clubs need to offer the right range for their current and target consumers across beer and cider. Having the right breadth in your range allows you to maximise profits by stocking

more brands that appeal to more consumers at different prices. This helps stretch clubs profit opportunities and allows your customers to trade up to premium options at higher profit margins.

With 45% of consumers readily admitting they often don't know what they will order until they get to the bar, it's important to ensure best-selling brands are visible. Using the right displays to highlight your range to customers as soon as they enter your venue can influence and interrupt their purchase decisions. Make sure your message is clear to the consumer by offering one brand per category rather than multiple messages across multiple categories. Ensuring

your staff are knowledgeable when it comes to your range of beers and lagers is another great way to influence purchases. Many consumers are receptive to recommendations and bar staff should have the confidence to engage with customers and talk knowledgeably about your beers to prompt customers to trade up.

Driving quality and efficiencies
The quality of the first pint is a big factor in whether a customer will choose to have a second, so it's crucial that clubs are offering the highest quality experience to their consumers. Clean, branded glassware plays a vital role in creating the perfect drinking experience and helps to boost sales and profits as consumers are more likely to trade up and repeat purchase.

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Questions & Answers

Q. We are considering moving to a new till system and there is a significant start-up cost involved. Do you think this is a good use of club funds?

A. I can confirm that more and more clubs are moving to modern till systems. These types of till systems are able to provide a lot of data which can be useful

for the committee to examine. The tills can identify the most popular drink at specific times of day in the club and the exact usage of the club day by day, hour by hour. This can assist with future committee decisions regarding product selections and opening times.

You can also quickly see if a product is under-performing and look at ways to resolve this situation. New till systems also easily enable initiatives, like club loyalty cards, to be used, which either provide a discount for club members or enable members to loan money onto these cards which can then be used in the club (*often offering a slight 'bonus' when depositing funds onto a membership card as an incentive for Members to use this system*). You are right that

the major downside to installing new till systems is the initial setup cost but I think the idea of a new till system is worth discussing within the committee and considering whether it should be an objective for the club to pursue in the future.

Q. For a number of years we have had difficulty attracting committee members. This year we are very short of committee members and we are not sure the club can continue if we cannot find new committee volunteers. Do you have any advice regarding this problem?

A. The situation you describe is obviously concerning. The club can only operate with an elected committee which can make decisions on behalf of the club. The club's closure would be a very real possibility if new committee members cannot be found.

You should therefore try and find willing volunteers to stand for election prior to the nomination period closing. Assuming you do not get more nominations prior to the close of the nomination period then you can ask for further nominations from the floor of the AGM to fill the vacant committee positions.

I think you have to be honest with the members and inform them that the club will likely have to close if no-one is willing to volunteer to help run the club. The club is a membership

organisation and members do need to be willing to volunteer their time to help run the club and can't leave it to an ever decreasing number of loyal volunteers. Members have to be willing to devote some of their time to the running of the club and allow existing committee members and officers a break from their obligations. Hopefully, if the members are given the ultimatum between offering their time to assist the club or seeing the club close, this will be the spur to get some more volunteers for the committee. The members simply have to understand that the club cannot continue to be run without new volunteers being found. Can I suggest that you take this approach at the AGM and see what the response is.

Q. Our rules state that payments have to be authorised by two club signatories. We would like to move to online banking and there does not seem to be the ability to have a payment authorised by a second individual before it is sent. What should we do to ensure we are acting within the rules and also safeguard the finances of the club?

A. I can confirm that many, if not most, clubs already use online banking and that this is a perfectly acceptable way for a club to operate. Whilst there are some bank accounts that can be set up to require two individuals to approve a payment before it is

made, we accept that for many high street accounts, this is not an option which is readily available. Therefore, if the club's rules are slightly out of date and do not permit the treasurer to authorise online payments alone, then I suggest you simply ask the club's members to authorise an amendment to this rule at a special general meeting. This will enable the treasurer to use online banking.

The committee should then insist on bank statements being produced which the committee can review and scrutinise. Online account access can also be provided to other members of the committee if you wish to have a day-to-day ability to ensure that correct club payments are being made and to verify the accuracy of the bank statements handed to the committee. This is not a reflection on the honesty of the club's treasurer, it simply ensures that there remains a check and balance on the club's accounts which was previously achieved by needing two signatories to authorise cheque payments.

Q. The committee would like to check if we should be undertaking a risk assessment for the club?

A. The committee is right to check this, as by law, the club is required to conduct a risk assessment of hazards and fire risks within and outside

of the club. This can identify possible hazards as well as help you establish your first aid requirements. It is likely that most clubs will be classified as a low-risk environment after the risk assessment has been performed. As a low-risk environment the minimum first aid provision is:

- a suitably stocked first aid box
- a person appointed to take charge of first aid arrangements
- information for employees on first aid arrangements

Please see the following example risk assessment check:

Setting the scene
The secretary carried out the risk assessment in this club, which is located in a suburban, residential area. In addition to the manager and the assistant manager, they also employ eight other bar staff, four full-time who work lunchtime and evening shifts, five-days every week and four part-time staff at weekends and providing absence cover for the full-time staff.

The club has a function room with dance floor for live-music events and discos with a bar. It is cleaned every morning by a cleaner; the manager and his assistant cover when the cleaner is on holiday. The manager buys cleaning products from the wholesaler.

The premises were built before 2000; the club building has

been surveyed for asbestos in the past. Asbestos-containing materials found in the survey have been recorded, a copy of the survey is kept at the club.

How was the risk assessment done?

The manager followed the following procedure:

1. To identify the hazards, the secretary:
 - looked at the Health and Safety Executive's (HSE) web pages for small businesses and for the hospitality and catering industry to learn where hazards can occur - <http://www.hse.gov.uk/catering/index.htm> and <http://www.hse.gov.uk/business/index.htm>
 - made clear who had taken responsibility for long-term issues. This was especially important for issues such as the asbestos management, gas safety, pressurised equipment, replacement of carpets;
 - walked around the club, noting things that might be dangerous and taking HSE's guidance into consideration;
 - talked to the staff (including the cleaner) about their work to learn from their knowledge and experience of areas and activities, and to listen to their opinions about health and safety issues in the workplace;
 - talked to the club's preferred suppliers of maintenance work, to ensure that their activities did not pose a risk

to club staff, and vice versa;

- observed deliveries by food and drink suppliers; and
- looked at the accident book, to gain an understanding of previous incidents.

2. The secretary then wrote down who could be harmed by the hazards and how.

3. For each hazard, the secretary wrote down what controls, if any, were in place to manage these hazards. He then compared these controls to the good practice guidance provided on the HSE website. Where existing controls were not considered good enough, the secretary wrote down what else needed to be done to control the risk.

4. Putting the risk assessment into practice, the secretary decided and recorded who was responsible for implementing the actions identified as necessary and when they should be done. When each action was done, he ticked it off and noted the date. He also made it part of the induction process for new staff.

5. At the staff meeting, the secretary discussed the findings of the risk assessment with staff and pinned up a copy in the bar area. He decided to review and update the risk assessment every year, or straight away if any major changes in the workplace happened.

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‘Community First’
with Belfast 89FM’s Nigel Blair



The much needed funds for the on-going work of this charity have been raised by the Jumna Street Linfield Supporters Club, utilising their club facilities to house fundraising events, such as cabaret shows, boxing bouts, and other arranged sports events.

By invitation, I recently attended one of the cabaret show’s at the Club and was amazed at the support given by the entertainment fraternity.

Community First, is the name of a charity formed in the Summer of 2016, at Jumna Street Linfield Supporters Club, Belfast, giving financial help where needed, to people of the Greater Shankill area, and beyond, covering many aspects of social needs not catered for by Government.

The charity has given help to families displaced due to house fires, as in funds to purchase new furnishings, etc. Financial assistance has also been given to people requiring medical help beyond the remit of the National Health Service. Also, support to families of people who have sadly lost their lives through suicide.

The show ran for a total of seven hours, from 1pm-8pm, on a Sunday afternoon. It involved seventeen entertainers, not only from Belfast, but from other areas across Northern Ireland, from Carrickfergus to as far as Omagh, all coming to lend their support.

On Tuesday 29th August, I had the pleasure of interviewing two of the seven strong committee of Community First at Belfast 89 FM, Charles Butler and Stephen Paul.

They were keen to show their gratitude to professional entertainers and sports celebrities who had given their



Pictured (l-r) at the cabaret show held in the Jumna Street Linfield Supporters Club, Belfast, are - Gareth McKeown, Charlie Butler, Stephen Paul and Ryan McMinn.

time free of charge in support of the charity.

The charity have asked me to make everyone aware of a person in particular need of funding, and would point out that other clubs in their area, and further afield, have been working tirelessly to support. Michelle McCormick, a 32 year-old mother of three, having given birth on the 22nd of September 2016, fell ill, and was diagnosed with a rare form of cancer called Osteosarcoma.

There is limited treatment available on the National Health Service, and as a result, a medical group from Texas, USA, was found who specialise in treatment which could be life-saving to Michelle.

The treatment required comes at a cost in excess of £200,000. Thankfully, due to the generosity of the Northern Ireland public and business community, and the club



sector’s input, £85,000 has already been raised to date, allowing Michelle to travel to the USA to commence this treatment. However, this leaves a shortfall of £125,000, to ensure its completion.

I’m sure I speak on behalf of everyone in wishing them every success in their continued fundraising for this very worthy cause, and I have offered my services in any way possible to help them reach their goal.


If you feel you would like to help, either as a group or an individual, you can contact Community First online via their Facebook page at <https://www.facebook.com/greatershankillcommunityfirst/>

The club sector is renowned for it’s endless charity work, and to each and every club member, I commend your efforts.

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Clubs urged to prepare for old pound coin deadline in October

With the old round pound coin shortly losing legal tender status, The Royal Mint and HM Treasury are encouraging all those businesses that are yet to prepare for the new 12-sided one pound coin to do so now. Businesses across the country are being urged to check equipment and communicate with their customers about the change as the October 15th deadline approaches.

Following this announcement, businesses across the UK are being encouraged to:

- Upgrade any remaining equipment to accept the 12-sided £1 coin; if their equipment continues to accept round pounds then

they may be at risk of being targeted with counterfeit coins

- Bank round and 12-sided pound coins in separate bags
- Bank their round pound coins first, when possible
- Encourage their customers to spend their round pounds first before the October deadline.

On a visit to The Royal Mint's headquarters, the Exchequer Secretary to the Treasury, Andrew Jones MP, urged businesses to get ready for when the old coin leaves circulation on October 15th.

Mr Jones said, "We are now reaching the point where there

are more new 12-sided pound coins in circulation than round pounds.

"We are urging businesses who are yet to do so, to update their systems and inform their customers ahead of the October 15th deadline."

CEO and Deputy Master of The Royal Mint, Adam Lawrence, said, "The Royal Mint is very proud to have delivered the new 12-sided one pound coin and ensuring a smooth transition is now our top priority.

"We hope our announcement about the changeover point will encourage those businesses who



have not yet upgraded their equipment to do so ahead of the October 15th deadline."

For more information or if you have a question about the new one pound coin, please visit www.thenewpoundcoin.com or email newonepoundcoin@royalmint.com

Employing competent contractors

Inappropriate management of contractors can result in costly accidents, delays to work, criminal prosecutions and claims for damages. To avoid the disasters which can occur when using poor standard contractors, it is important that you assess the competency of any contractors you intend to employ. The following list, while not definitive, will help act as a guide to assist you in selection of a competent contractor.

What is the job?

Identify the work required of the contractor and determine its level of risk. For example, work carried out at height will have an increased risk. Anticipating these risks will help you decide whether a contractor is competent to do the job.

Experience

Identify the skills and experience of the contractor. Ask for references from similar, recent work to help you assess their performance.

Evidence

Obtain evidence that the contractor holds a current Public Liability (PL) Policy and that the policy limit is equivalent or higher than your own PL policy limit. This is likely to be a requirement of your own Insurance policy and failure to do so may mean that you do not have any cover in the event of a claim.

Health and safety

Request the contractor's health and safety policy, signed by a responsible senior person. The policy should set out the contractor's arrangements for health and safety.

Accident reporting and enforcement action

Consider the contractor's recent

safety performance. Ask for recent accident statistics and their arrangements for reporting accidents. A low accident rate may sound good but this may be due to under-reporting. Consider prosecutions or receipt of enforcement notices. Consult the HSE 'Register of Prosecutions and Notices' website.

Qualifications and skills

Contractors' employees should possess necessary skills and qualifications for the work. Ask to see evidence of relevant training records and qualifications and ensure that these relate to those who will actually be undertaking the work.

Sub-contractor procedures

Check whether the contractor intends to sub-contract any of the work and if so, what procedures they have in place to ensure their own contractors are competent.

Management and supervision

Consider what health and safety implications the work could have for your own operations, your employees and others, such as the general public. Consider whether you have a better understanding of the health and safety implications of the proposed work than the contractor. This may clarify your own level of management and supervisory responsibilities.

Safe systems of work

Request safety method statements and risk assessments to ensure the work will be carried out safely. The contractor should monitor their own health and safety performance. You should carry out periodic checks to ensure that this is being undertaken.

Health and safety training

Ensure contractors' employees

have the necessary information, instruction and training. Ask for training records, certificates, etc. For example, if the task involves working at height, ask to see evidence of suitable training.

Co-operation and co-ordination

Establish clear lines of communication to promote co-operation with others and the co-ordination of work. Arrange regular meetings and provide relevant information that can contribute to a safe system of work. Close communication is important if sub-contractors are employed, or if there are changes to the project.

Independent contractor accreditation membership

Find out if the contractor is accredited to a health and safety accreditation scheme such as

CHAS or Safe Contractor. This can signal that they have met acceptable standards in health and safety. However, as this may be just an early indication of competence you should still check that this is relevant for the proposed work.

Advice and professional body membership

Determine if there is access to competent health and safety advice. Such advice should preferably be internal; however it is not unusual for smaller contractors to employ external health and safety advisers. Consider looking for membership of relevant industry associations. These are a good way to keep up to date with health and safety legislation as well as industry best practice.

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Be a driver for those in need!

Cancer Focus Northern Ireland is looking for volunteers who have the time to offer a lift to cancer patients who are struggling to get to and from their hospital appointments.

The charity runs a voluntary driving service covering Belfast & South Eastern Health Trusts which includes Newtownabbey, Belfast, Lisburn, North Down, and extends right down to Newcastle.

Morag Chambers, Volunteer Coordinator, Cancer Focus NI, said, “This service provides cancer patients, who may face many hospital visits, with essential transport to and from their appointments.

“For people who do not have access to their own transport or someone to drive them to their hospital appointments, these regular trips can cause additional worry and add to their recovery time.

“We’re looking for dedicated volunteers to provide door to door transport from home to hospital. The service is specifically aimed at people who, because of health, finance or personal circumstance, cannot use other forms of transport.

“To help them, we are looking for reliable people who enjoy driving, like meeting people and have a few hours a week or month to spare.

“If you’re over 21, have a full, clean driving licence and

access to a comfortable and roadworthy car, call me today on 028 9066 3281 or email me on moragchambers@cancerfocusni.org

“Full training and support is given and the more volunteer drivers we have on board the more cancer patients we can help in your local community. We’d really appreciate your help, so please get in touch.”

Cancer Focus NI has worked for over 40 years to reduce the impact of cancer in Northern Ireland. We do this by providing care and support services to anyone affected by cancer, delivering cancer prevention programmes, campaigning for effective health policies and funding local ground breaking research.

If you have concerns, questions or issues about any aspect of cancer call our confidential freephone cancer information and support Nurse Line (0800 783 3339) and speak directly with a specialist nurse or email nurseline@cancerfocusni.org

For more information on the work of Cancer Focus NI visit www.cancerfocusni.org or follow us on Facebook or Twitter.



Current Cancer Focus NI Volunteer Drivers showing the number of journeys that they have made over the last 4 years – 4,598 journeys with a cancer patient to and from their hospital appointments.

Rory Foundation makes a difference



Gillian Creevy, Chief Executive of Cancer Fund for Children, presents Barry Funston, Chief Executive of the Rory Foundation, with the Global Impact Award at the charity's Gala Ball in the Shelbourne Hotel, Dublin on Friday 8th September. The award recognises the Rory Foundation's commitment to making a difference to the lives of children diagnosed with cancer and their families.

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Cooney's Irish Cider wins international acclaim at 2017 World Cider Awards



The team behind Cooney's Irish Cider are celebrating international recognition for this new Irish brand after scooping two awards at the 2017 World Cider Awards in London.

The World Cider Awards selects the very best of internationally recognised styles of drinks and is judged by a panel of international experts.

Cooney's Irish Cider won the "Best Irish Sparkling Cider" category and was also named "Best Style" winner.

Cooney's Irish Cider was launched in June of this year by the family behind the craft beer range, Boyne Brewhouse. The Cooney family orchards in Meath and Tipperary yield some of the finest quality cider apples in Ireland, giving Cooney's Irish Cider a wonderful pale golden straw colour and an aroma of fresh bittersweet cider apples.

On the palate, there are layers of complexity with subtle tart

apple nuances. The mouthfeel is a medium bodied sensation with a balanced crisp fruity finish, making this wonderful cider seriously sessionable.

Using their own spring water and honey bees, the Cooney family ensures that from blossom, to bottle, customers get the finest and most refreshing Irish Apple Cider.

As well as Cooney's Irish Cider and Boyne Brewhouse, the Cooney family have a growing portfolio which includes Devils Bit Mountain Cider and Merrys Irish Cream Liqueur.

In addition, Boann Distillery, their Drogheda based craft whiskey distillery and craft brewery, is due to open to visitors later this year, and will host tours and tastings, as well as having its own restaurant and private event space on site.

For further information please contact your James E. McCabe Sales Representative or Telesales Staff on: 028 38 333102.

Join the conversation on Facebook - @CooneysIrishCider and Twitter - @CooneyCider



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Gordon's premium pink distilled gin launches in Northern Ireland

Gordon's Gin is leading the latest craze in the obsession with gin thanks to the launch of delicious new Gordon's Premium Pink Distilled Gin.

Gordon's Pink is set to excite gin lovers, as well as introduce gin to a new audience, thanks to the delicate fruity sweetness, irresistible smell and subtler touch of junipers.

Inspired by an original Gordon's recipe from the 1880s, the pink gin is perfectly crafted to balance the refreshing taste of Gordon's with the natural sweetness of raspberries and strawberries, with the tang of redcurrant served up in a unique blushing tone. Made using only natural fruit flavours to guarantee the highest quality real berry taste.

Best served in a large wine glass with ice, tonic water and a fresh strawberry cut into wedges. Gordon's new 'Gordon's Pink & Tonic' serve is perfect for the early evening "aperitivo" moment and if you fancy upgrading your drink - try it with a splash of prosecco for a delicious twist.

Gordon's Premium Pink Distilled Gin is launching in the on and off trade across the month of September.

Serve Suggestion:
Gordon's P&T (Gordon's Pink & Tonic)
Fill a large wine glass with ice, mix 35ml Gordon's Pink with 150ml tonic water, garnish with wedges of fresh strawberries then stop for a moment and enjoy.



Alternatively, if tonic isn't your thing, then try with chilled lemonade. For a delicious twist, try our Gordon's Pink Spritz - in a large wine glass filled with ice add 35ml Gordon's Pink, 50ml lemonade and 25ml prosecco.

About Gordon's
Original for almost 250 years, Gordon's created the classic gin character to make the perfect G&T with a clean, juniper dominant taste. Established in 1769 by Alexander Gordon, Gordon's Gin is today the world's number one best-selling Gin and has been awarded four Royal Warrants and an impressive selection of international prizes.
About Diageo

Diageo is a global leader in beverage alcohol with an outstanding collection of brands across spirits, beer and wine categories.

These brands include Guinness, Smithwick's, Hop House 13, Captain Morgan, Baileys, Gordon's, Tanqueray, Johnnie Walker, Smirnoff, Ciroc and Ketel One vodkas, Captain Morgan, Baileys, Don Julio, Tanqueray.

Diageo is a global company, and our products are sold in more than 180 countries

around the world. The company is listed on both the London Stock Exchange (DGE) and the New York Stock Exchange (DEO).

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NEW GORDON'S PINK GIN

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...SHALL WE?

UGAAWA Monthly Merit Award winner

by Tony McGee



UGAAWA August Merit Award winner Darragh Canavan (centre) with (l-r) Tyrone All-Ireland U17 winning team officials, Conleith Donnelly and Conall Lavery. Pic: Jim Dunne

August was teenage time, as far as top displays were concerned in Gaelic Games, and our Quinn Monthly Merit Award goes to a player who is surely destined to keep tradition going by winning more awards and top honours. The name is Darragh Canavan, and if the surname is familiar, it should be no surprise.

Tyrone won the new All-Ireland U17 Football Championship title at Croke Park against Roscommon and the Red Hand Number 11 was central to the success. He capped a great all-round performance with a sizzling shot to the western champions' net to end a Roscommon comeback. It was surely a super score.

"I don't know if it was a super score or not," said Darragh, "but I was certainly glad to see it go in. Of course, being the first winners of the competition makes it a bit more special."

Darragh is not aiming to emulate the deeds of his dad, nor has he delved much into them. He was surprised to hear that Peter won the UGAAWA Monthly Merit Award a record seven times. "I didn't know that, but dad's deeds haven't put any pressure on me. I am not aiming to emulate him; I just want to make my own way."

Darragh won a Tyrone MFC medal with Errigal Ciaran, this year, and a MacLarnon Cup medal with St Ciarán's Ballygawley, so the U17 All-Ireland medal completes a nice treble.

"I have the Ulster Club MFC to come, as well," points out Darragh. "I'm also looking forward to playing in the MacRory Cup as St Ciarán's will now play in that competition."

The winner had to beat off a strong challenge from Lorcan McWilliams, who starred with Derry minors in their All-Ireland MFC semi-final defeat of Dublin, with Fermanagh teenager Eimear Smyth, who netted four goals plus seven points against Antrim in the Ulster LJFC final, also in the mix.

Darragh Canavan returned to St Ciarán's, after his summer break, just hours before attending a reception in Quinn's Corner, Donaghmore, to receive his Merit Award from former winner, Marty McGrath, Quinn Building Products North Tyrone & Derry regional manager.

Darragh received an engraved Belleek Living Vase, specially designed and engraved silver cuff links from Carlingford Design House and training gear from O'Neill's International Sportswear and will receive two tickets to our annual presentation function at the end of the year.



The best of the National Hunt world racing to Down Royal in November

The Down Royal Festival of Racing, which takes place on Friday 3rd and 4th November, is the highlight of the racing year at Down Royal and the 2017 Festival is set to be the best yet. It's a celebration of everything that Down Royal embodies - from the best and bravest horses in the National Hunt world, to the colourful silks in the parade ring complementing the stunning and eye-catching outfits on display on Ladies Day.

Feature Races

Friday 3rd November
EBF Lough Construction Ltd Mares Hurdle (Grade 3)
Won in 2016 by the Willie Mullins trained, Airlie Beach who won the Grade 1 Novice Hurdle at Fairyhouse next time out.

WKD Hurdle (Grade 2)

The WKD Hurdle is the richest hurdle race staged in Northern Ireland and was won last year by Rashaan who returned to win the Mount Charles Hurdle at Down Royal in June 2017.

Saturday 4th November
The MyCarNeedsA.com (Grade 2) Steeplechase
The Henry De Bromhead trained, Sub Lieutenant, won the 2016 renewal and went on to finish second in the Grade 1 Ryanair Steeplechase at Cheltenham.

The JNwine.com (Grade 1) Champion Chase
Created in 1999, the JNwine.com Champion Chase is the first Grade One race of the National Hunt Season in the British Isles. Previous winners

include Kauto Star, Beef or Salmon, The Listener, Looks Like Trouble, Florida Pearl and Don Cossack. Henry De Bromhead also claimed the JNwine.com Champion Chase with Valseur Lido in 2016.

Off the track, Victoria Square Best Dressed Lady Competition on Saturday 4th November is a celebration of true racing style. The lucky winner will be jetting off with a friend to Rio De Janeiro for ten days in a 4* hotel on Copacabana Beach.

Ticket Information

Gates open from 11am on Friday 3rd and Saturday 4th November with the first race starting at 12.45pm (approx.) Admission is £12 Friday and

£15 Saturday, children under 16 get free admission and there is free car parking for everyone attending.

Hospitality packages start from £60 per person. £25 Punters Packs are available on Friday 3rd November and include - admission, race card, a bottle of WKD, pulled pork roll, £5 matched bet with Sean Graham or Pat O'Hare and access to the Paddock Marquee private bar.

Group discount on admissions are available for parties with 20 people or more - please contact the office on 028 9262 1256 or info@downroyal.com for more information.

All tickets can be booked at www.downroyal.com or by contacting the office on 028 9262 1256.



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GRADE 2 - MyCarNeedsA.com Steeplechase of €50,000 (2m 4f)

GRADE 2 - WKD Hurdle of €50,000 (2m)

GRADE 3 - The European Breeders Fund Lough Construction LTD Mares Novice Hurdle of €36,500 (2m)

CLASS C - Maccs Joy H'cap Hurdle (0-150) of €50,000

Contact Down Royal Racecourse for more info and to book visit www.downroyal.com or Tel: 028 92621256 info@downroyal.com

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August NIFWA Awards



Mark Haughey (right) receives his NIFWA Player of the Month Award.

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Linfield defender Mark Haughey has been named Belleek Player of the Month by the NIFWA.

Haughey won the August award after helping his side to five victories and five clean sheets in the month.

The Blues won their first four league matches as well as progressing to the next of the BetMcLean League Cup with a 6-0 win over Lisburn Distillery earlier this week.

Haughey also found the net against Ards and Dungannon Swifts. He said, “This is the first time I’ve ever won an award like this and it’s a massive honour for me.

“I enjoy scoring goals, but as a defender I take more pride in the five clean sheets we managed to keep in the month.

“Ultimately that’s our job, and so far we’ve managed to do it well, the goals are just a bonus.

“However, those goals aren’t an accident. We work hard at our set-piece routines and we’ve managed to score a lot of goals from them in the last couple of seasons. Every player knows when and where to make their run.”

Coleraine FC boss, Oran Kearney, has been named BetMcLean Manager of the Month by the NIFWA.

The Bannsidiers won their first four league games of the season and booked their place in the next round of the BetMcLean League Cup with a win over Larne.

Reflecting on league wins over Dungannon Swifts, Cliftonville, Crusaders and Warrenpoint Town, Kearney said, “It’s been a fantastic start to the season and I’m delighted for our players.

“It’s a great honour to win this award but I don’t see it as a personal award, I am just representing the club that won the award. Ultimately, it’s the boys that went onto the pitch and won those four league games.

Oran Kearney (left) collects his NIFWA Manager of the Month Award.

getting carried away. We will continue to work hard and see where that hard work takes us.”

Kearney added, “I’d like to thank the Football Writers’ and their sponsors BetMcLean for their support.”

“We’ve had a fantastic start to the season but we’re not



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1973
Hailwood rescues Regazzoni



Mike Hailwood stops his car on track and dashes into the flames to save his fellow competitor, Clay Regazzoni. His heroics saw him receive The George Medal, Britain’s highest honour for civilian bravery.

Mike Hailwood has been described as an icon of motor bike racing. A revered legend, he won world championships at 500cc in 1962, 1963, 1964 & 1965; 350cc in 1966 & 1967 and 250cc in 1961, 1966 & 1967. Then in 1978, after a self imposed eleven year retirement from bikes, he made a fairytale comeback to win another Isle of Man T.T., and with it, his 10th World Championship.

During his retirement from motor bike racing, he took up Formula 1 car racing. In one of his races, the 1973 South African Grand Prix at Kyalami, he rescued his competitor, Clay Regazzoni, who lay unconscious and trapped in a burning wreck. One of the side-mounted fuel tanks on Regazzoni’s car exploded on impact after a crash and immediately burst into flames.

In a typical act of bravery, Hailwood leapt out of his car, and with total disregard for his own safety, rushed into the flames. Standing amidst burning fuel tanks, he managed to unlock the seat-belt whilst catching fire himself. He extinguished his own flames and went back to “Regga” and with the help of a marshall pulled him from the burning wreckage. Regga survived.

Hailwood was later awarded The George Medal, Britain’s highest honour for civilian bravery, for his heroic rescue of his competitor and fellow sportsman.

England risk Dublin visit

In 1973, the English rugby team travelled to Dublin, whilst Wales and Scotland the previous year had refused to fulfil their fixtures in Dublin’s Lansdowne Road because of the ‘troubles’ in Northern Ireland. The respective authorities said they could not guarantee the safety of their players and supporters.

After the applause, it was ‘business as usual’ on the pitch. With Ireland running away with an 18-9 victory.

When the English team ran onto the oldest international rugby ground in the world, Lansdowne Road, they were greeted with an 8 minute standing ovation from the Lansdowne crowd.

One of England’s stars, the fleet-footed David Duckham, did express concern to his Lions’ team mate, and Irish stalwart, Willy John MacBride, who immediately invited the newlywed England winger to bring his wife over for the weekend, as Macbride’s wife would host the young Mrs Duckham personally. Duckham and the English team duly came.

The plan was for both teams to walk out together as a sign of unity, but such was the extraordinarily enthusiastic reception from Lansdowne Road’s 50,000 spectators, that England were ushered out first to take their due applause.

At the post-match dinner speech, England’s Rugby Captain, John Pullin, stood up and famously said, “We might not be very good, but at least we turn up” (England were beaten 18-9). The assembled crowd stood up and gave another standing ovation.

To this day, John Pullin is hailed as a true sporting hero in Ireland. When he turned up, 34 years later at a dinner in Dublin, the night before the famous Ireland v England game at Croke Park, he received a special award from the Ireland Funds (charity), and he once again received a standing ovation for several minutes from an Irish crowd who truly love this English captain.

It happened in 1973

Football - Sunderland won the FA Cup with a shock 1-0 over the mighty Leeds Utd, the first 2nd Division side to win since West Brom in 1931.

Boxing - George Foreman beat Joe Frazier by a knockout in two rounds to lift the world’s Heavyweight championship from Frazier.

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