

# Clontarf GAA Club

## CLG Chluain Tarbh



# MENTOR HANDBOOK



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# 1. Introduction

Thank you for being a mentor in the Club. The role is central to our ongoing development and success. After all, the playing of games is at the heart of what we do. This document is primarily aimed at mentors coming out of Nursery and mentors moving into competitive matches. We will expand the scope in future versions.

We will improve the document in conjunction with the Juvenile Games Committee and with the benefit of your input. The Handbook will be updated regularly and the Executive will formally review the Handbook annually, so please send your feedback to Jude, our Administrator, at [administrator.clontarf.dublin@gaa.ie](mailto:administrator.clontarf.dublin@gaa.ie)



A substantial amount of work goes into running any team, never mind a full squad which may have three or four teams playing two codes. The main aim of this handbook is to help you perform all the tasks other than coaching. Our Games Promotion Officer Will Lillis is compiling coaching materials and we plan to have a coaching document ready within 12 months, if not sooner.

## *Kevin*

**Kevin Hoy**

**Club Chair**



## 2. Club Structures

Clontarf GAA is a member of the GAA family, which includes the Ladies Gaelic Football Association, the Camogie Association, GAA Handball and the Gaelic Athletic Association (the GAA). At the moment, the Club does not play the other GAA sport, rounders.

The Club is an unincorporated association which has a constitution approved by the GAA. The Club Executive is the day-to-day decision-making forum, reporting annually to the members at the AGM, which usually takes place in November. The current members of the Executive are:

Chair	Kevin Hoy	086-2050680	<a href="mailto:chair@clontarfgaa.com">chair@clontarfgaa.com</a>
Vice Chair	Ollie Mangan	086-8363670	
Treasurer	Tom McCabe	087-2264732	<a href="mailto:warmac3@gmail.com">warmac3@gmail.com</a>
Secretary	Tim O'Mahony	087-2868181	<a href="mailto:secretary.clontarf.dublin@gaa.ie">secretary.clontarf.dublin@gaa.ie</a>
Registrar	Grainne Kyne	087-2370625	<a href="mailto:register@clontarfgaa.com">register@clontarfgaa.com</a>
Childrens Officer	Grainne Kyne	087-2370625	<a href="mailto:vetting@clontarfgaa.com">vetting@clontarfgaa.com</a>
Adult Games Officer	James Costello	086-2518065	
Facilities Officer	Ruth Kyne	085-7278693	
Public Relations Officer	Stephen Mulligan	085-1744581	<a href="mailto:pro@clontarfgaa.com">pro@clontarfgaa.com</a>
Oifigeach Ghaeilge agus Cultúr	Enda Murphy	086-8189716	
Ordinary Member	Dan Darcy	086-3334533	<a href="mailto:daniel.darcy@clontarfgaa.com">daniel.darcy@clontarfgaa.com</a>
Ordinary Member	Cian O'Flaherty	086-4012477	
Ordinary Member	Carrie O'Connor	086-8281952	
Ordinary Member	Caoimhe O'Connor	085-8099301	
Ordinary Member	Fiona Dixon	083-8537454	
Ordinary Member	Mick Arthur	086-8257584	

Various committees and groups assist the Executive in discharging its functions. These include:

Development Committee	Dan Darcy	086-3334533
Juvenile Games Committee	Stephen McGinn	085-1744581
Finance Committee	Tom McCabe	087-2264732
Green Committee	Paul MacDermott	086-3805589
Healthy Club Committee	Ciaran Doran	087-2679155
PR Committee	Stephen Mulligan	085-1744581
Programme Selling Group	Tim O'Mahony	087-2868181
Meitheal Group	Don Palmer	0879890704

Four Club Officers, namely the Chair, the Vice Chair, the Treasurer and the Secretary are automatically members of every committee. The Club Secretary is greatly assisted by the LGFA Secretary Fiona Dixon, the Camogie Secretary Brian O'Callaghan and David McCann the Juvenile Boys Secretary.



Stephen McGinn leads our newly formed Juvenile Games Committee. The members are:

Stephen McGinn	Chair of JGC	087-9864611
Nuala Ryan	Lead Mentor 2008 Girls	086-3711490
Pat Kenny	Mentor 2008 Boys	087-7126528
Ciaran Doyle	Mentor 2012 Boys	086-3686050
Ger Creighton	Mentor 2005 Boys	086-8160818
Sam Bourke	Lead Mentor 2013 Girls	087-6798888
Ger Craddock	Handball Mentor	087-2230179
Padraig Giles	Lead Mentor 2009 Boys	086-8274147

The Club interacts with the governing bodies of Dublin GAA, Dublin Camogie and Dublin LGFA on a regular basis, both formally and informally. Our County Board delegates are:

LGFA (Juvenile and Adult)	Paul MacDermott	086-3805589
Camogie (Juvenile and Adult)	David O'Neill Brian O'Callaghan	087-2872115 087-8349639
GAA (Juvenile, which is up to U16)	Enda Murphy Greg Fitzgerald	086-8189716 087-7991233
GAA (Adult, which starts at Minor)	Aidan O'Halloran – Hurling Mick McGinn - Football	087-2246640 086-2933108

The Club's Games Promotion Officer is Will Lillis. Will works in conjunction with our Games Officer, James Costello and the chair of the Juvenile Games Committee, Stephen McGinn. Grainne Kyne is our Children's Officer. Other relevant Club contacts are given in the appropriate section of this Handbook.



### 3. Club Policies and Procedures

The Club has policies and procedures to benefit the welfare of the players, inform and advise the mentors and most of all to ensure Clontarf GAA has a player-centred ethos. When you register on Foireann as a club member, you agree to adhere to the Club's policies. Please make yourself familiar with all these documents. A full list of club policies and procedures can be found on our website [here \(clontarfgaa.com/documents\)](http://clontarfgaa.com/documents).

Examples of Club Policies include:

- Club Policy on playing in the correct age group
- Club Policy on medical expenses
- Club Policy on communication with underage players

Other important documents on our website include:

- Club Constitution
- Club Bye Laws
- Club Coaching Philosophy
- Club Code Policies and Procedures document
- GAA Child Safeguarding Statement
- Underage Code of Behaviour
- Player Injury Fund Guide LGFA
- Player Injury Fund Guide GAA

Each age group has a lead mentor. The Executive appoints mentors to squads annually and appoints lead mentors. A new mentor must be appointed by the Executive (and have obtained Garda vetting) before joining a squad, whether for training or a game. If a mentor wishes to move to another age group, you need Executive approval first.



## 4. Club Subscriptions

The juvenile year runs from 1<sup>st</sup> September to 31<sup>st</sup> August.

The adult year (including mentors) runs from 1<sup>st</sup> January to 31<sup>st</sup> December.

Subs are due on 1<sup>st</sup> September for juveniles and 1<sup>st</sup> January for adults.

The Club Administrator will let each Lead Mentor know which players and mentors have subs outstanding. A final reminder is generally given before 31<sup>st</sup> October for juveniles and 28<sup>th</sup> February for adults. After those dates, players who have not paid may not play or train and mentors may not train.

For more information on club subscriptions and how to pay, check our website [here](http://clontarfgaa.com/join) ([clontarfgaa.com/join](http://clontarfgaa.com/join)).

Sponsored Club jerseys are given out each January. U8 teams that go into competition in the Autumn after they leave the Nursery should continue to wear their Nursery jerseys for the remainder of the year. They are given new jerseys at the start of the following year when they become an U9 age group.





## 5. Safeguarding Requirements

Our mission is to maintain a child first culture within Clontarf GAA that provides a safe and inclusive environment for all children. Our objective is that we want sport in Clontarf GAA to be safe, fun and conducted in a spirit of fair play.

The GAA has published a very extensive document around maintaining appropriate levels of behaviour in our work with children and young people. This document is commonly referred to as the GAA Underage Code of Behaviour. It can be accessed online [here](#). All mentors must be familiar with the contents of this document as these are the fundamental principles to which we adhere when mentoring underage players.

Mentors should complete a club membership application form (part of Foireann registration process) prior to formally commencing their role in the club. This is particularly important for new mentors as they must be registered to be covered by insurance. Signing an application form on Foireann requires the volunteer to agree to abide by the Club's Codes, Policies and Procedures.

All mentors (new and existing) will be reviewed and appointed by the Club Executive on an annual basis. To coach players who are under 18 years, the following minimum requirements must be met:

1. Have up to date Garda vetting.
2. Hold a Safeguarding 1 qualification.
3. Hold a Foundation Level coaching qualification. Foundation courses are arranged by the GPO Will Lillis and registration for a course is through Will. His number is 087-9457865.
4. Be a fully paid-up member of the Club.

Clontarf GAA expects all adult mentors to meet these requirements as we often have juveniles playing 'up' on adult teams.

Click [here](#) to see instructions on how to get garda vetted and [here](#) to see further information on child safeguarding courses.

### Video recording/Filming of Matches

For the GAA, the video recording or filming of Matches is not permitted unless the Club receives written permission beforehand from the Competitions & Control Committee (CCC) Secretary.

To record a Minor (Under 18) GAA Match, prior permission must be received (in writing) from the following, the CCC Secretary, the Secretary of each Club involved and a Parent / Guardian of each player taking part in the match.

LGFA will not give permission to video any match which is not an adult match.



### Female Liaison Officer (FLO)

The GAA Underage Code of Behaviour states that where a team consists of boys and girls, the coaching team must also consist of both male and female personnel. Male only teams must include at least one male coach and female only teams (including ladies' teams) must include at least one female coach.

A female liaison officer (FLO) is a fully paid-up female adult club member that is required to be part of every team that has underage and adult girls and ladies involved. The FLO acts as a liaison between the players and the coaching team. The FLO is not part of the coaching team. The Club has a special membership rate for FLOs of €20.

In practice, relevant teams need more than one FLO because an FLO must be present at every team training session, every match (competitive or challenge) and every outing arranged by the team. An FLO must be Garda vetted.

For the avoidance of doubt, if a team has an adult female mentor at a training session or match, then that team does not need an FLO as well. The adult female mentor can perform the functions of the FLO. In other words, the presence of an FLO is only required where there is no female adult mentor present.

It is club policy that a female adult mentor or FLO be present at every match, training session and any other squad or team activity (such as a squad party or athletic development session). For example, if the U10 Girls' squad has 3 teams, (A, B and C) then an FLO or female mentor is required at each of the 3 matches, even if they are in the same location. The club recommends that each team have enough FLOs in place to ensure the policy is met, therefore a minimum of 2 FLOs or female adult mentors per team is recommended.



## 6. Mentor Responsibilities

### Before taking a team

- Complete a club membership application form (part of Foireann registration process) prior to formally commencing your role in the club. Signing an application form on Foireann requires the volunteer to agree to abide by the Club's Codes, Policies, and Procedures.
- Pay the club subscription and be a paid-up member of the appropriate Association – for example to mentor a girls' team, the mentor must be a member of the LGFA and the Camogie Association.
- Have current Garda vetting and not be subject to any proceedings or conviction which would impact on future Garda vetting.

### Being a new mentor

- Learn and comply with all Club Codes, Policies and Behaviours, e.g., contacting juvenile players.
- Learn and comply with all GAA, LGFA and Camogie Association Codes and Policies, e.g., Code of Behaviour.
- Obtain a Safeguarding 1 qualification.
- Obtain a Foundation Level coaching qualification.

### Ongoing responsibilities

- Put the children first – see the Role of the Mentor, the next section of this Handbook.
- Ensure that all players are registered paid up members of the Club before allowing them to train or play games.
- Participate in ongoing development to improve your skills, for example the Coaching the Coaches sessions which our GPO and Games Officer have organised in 2023.
- Advise the Children's Officer if any child protection issues come to your attention. Advise the Juvenile Games Committee Chair if any disciplinary matters arise, e.g. straight red card.
- Look after equipment, e.g., balls, sliotars, jerseys, first aid kit, keys and access codes.
- Ensure that parents and guardians are aware of time limits for injury claims and other restrictions if a player gets injured. The time limits at the date of adoption of this policy are 60 days for GAA, 56 days for the LGFA and 30 days for the Camogie Association. For more information on Player Injury Fund click [here](#) for the GAA and [here](#) for the LGFA. The Camogie Association does not produce a guide.
- Request additional gear solely by using the Club form which is available on our website.
- Claim allowable expenses solely by using the Club expenses form at least twice annually.
- Support Club fundraising, e.g., by actively promoting the Club Lotto and National GAA Draw with parents and adult players.



## 7. The Role of a Mentor

All Mentors of young players should ensure that these players benefit significantly from Gaelic Games by promoting a positive, healthy, and participatory approach with underage players. In developing the skills levels of every player, mentors should always encourage enjoyment and fun while ensuring meaningful participation in games and activities. Mentors should always remember that they are role models for the players in their care.

Usually, the motivation in getting involved as a mentor comes from wanting to help your child. The mentor has a role for ALL the children on the squad and therefore, rotating mentors among the various teams is advised. You cannot be guaranteed to be coaching your own child's team at training or to be at every match. For Go Games matches you will be at the same pitch. The mentors should do their best to develop a squad mentality, rather than one based on team, particularly when the squad is participating in formal, organised competition, such as leagues and championships.

Everyone is a volunteer, so spreading the load is important. Tasks should be shared and allocated among the broader mentor group. For example, the lead mentor may ask a mentor or mentors to take responsibility for one of the following roles and tasks:

- Lead football mentor
- Lead hurling/camogie mentor
- Contacting other clubs
- Contacting referees
- Mentor in charge of Safeguarding requirements
- Jersey coordinator
- Pitch set up and booking
- Equipment
- Team sheets
- Inputting match results
- Passing on Club Communications to parents
- Club Fundraising

See Appendix 1 for a typical “Week in the Life of a juvenile Mentor”.

### Communicating With Parents

Teams vary in the methods of communication used. One of our mentors, in conjunction with our GPO, has developed an app called *CoachSmart* which some squads use to inform parents of training and matches, to record attendance and to share training plans. Some teams use *Teamer*, some use *Heja* and most teams use *WhatsApp* to communicate with parents.

To get a demonstration on how to use *CoachSmart*, please contact our GPO Will Lillis on 087 9457865.



## 8. Pitch Information

### Pitch Allocation

Training slots are allocated in January (Astro), March (grass) and September (Astro).

Pitches for matches are allocated every Monday and available to view on our website [here](#)

Mentors are strongly advised to check the website every Monday as there can be changes to allocated training pitches during the week.

Pitches are inspected every Friday morning by Dublin City Council. If they are called off due to poor weather, mentors will be emailed by 2pm on Friday afternoon. Training can be moved to club Astro slots if there is availability. Some matches will be moved to DCC Astro if slots are available. Other options are to refix the match to the opponent's grounds or reschedule.

### Pitch Booking

To book a pitch, contact Jude, the Club Administrator at [administrator.clontarf.dublin@gaa.ie](mailto:administrator.clontarf.dublin@gaa.ie)

Please let Jude know if your match is cancelled so the pitch can be used by another team.

### Pitch Housekeeping

- **Flags** There is a specific set of nets/flags for each pitch – use the correct set for your allocated pitch. The nets are configured and marked for each individual set of posts. Ensure that the 16 match flags are accounted for and placed in the correct container. (Only 16 flags required for both hurling & football). For Hurling don't flag the 45s and for Football don't flag the 65s.
- **Nets** - Ensure these are taken down correctly (without damaging the toggles) and stored in the correct container.
- **Portable Goals** - Portable goals should be returned to their correct storage container and stored in an upright manner. In particular, the goals stored at the P35 Pavilion should be stored upright in the rack provided in the middle of the store. Mentors need to check that the goals have been stored properly and are not blocking access to the store area for pitch maintenance equipment. Goals must also be secured to the ground using their attached pegs when being used for matches and training.
- **Goalmouth Protectors** – If a goalmouth is being used then the protectors must be removed and stored against the ball catch netting posts behind the goals in an upright position to prevent a trip hazard. Under no circumstances can the protectors be swivelled around the posts for convenience as this damages the posts and the net holders. The 3 locks on each set of protectors should be locked on the protectors when the protectors are off the posts as a number of locks have gone missing while left unlocked. Ensure that goalmouth protectors are returned to locked position following a match or training session. The protectors are very easy to fit but are post specific and only go on one way. If you are having difficulty, it is likely that you are putting these on incorrectly – have another look - do not force the protectors into place.
- **Leave No Trace** - Make sure to tidy and clear up fully after training sessions and matches (including away games), including bottles and food wrapping. Have bags to collect rubbish.
- **Roping off Pitch 34 / 35** – There are drums of rope and stakes in the storeroom for roping off the pitches when a large number of spectators are expected. It is the responsibility of each set of mentors to setup and dismantle the ropes.



- **Other pitches, such as Pitch 21, Pitch 23, Pitch 30** - Keep players and mentors out of goalmouth areas except for goalkeeping and shooting drills. Avoid doing drills that dig up the pitch on the pitch area - take them to the side, i.e. off the pitch. Again, most drills should be carried out in the middle of pitches near sidelines and warm-ups are to be done off the pitches, as with P34/35.

#### Club Astro (60m x 40m)

All lead mentors have a key to the Club Astro. This key opens the mentors store, the inside gate to the Astro and the door near the former shop. The Astro light switch is located on the outside wall of the gym. The key also opens the lock on the box. This key also opens the container at Pitch 19/23.

This key does not open the pedestrian gate from Seafield Road.

#### P19 (150m x 85m)

This is a full-size adult pitch. The Club Astro key opens the container at P19.

There are 6 portable juvenile goals in the P19 container.

#### P21 (108m x 61m)

This is a juvenile pitch. Small-sided games cannot be played on P21.

Fixed goals only.

Mentors will be given a key to the lock up on P21 as required.

#### P23 (135m x 85m)

This is a full-size adult pitch. The Club Astro key opens the container at P23.

There are 6 portable juvenile goals in the P23 container.

Competitive Hurling/Camogie matches cannot be played on P23.

#### 23A A (104m x 60m)

This is a juvenile pitch lined out across the larger P23. It can be used for Go Games and younger juvenile matches.

#### P30 (102m x 50m)

This is a juvenile pitch. The gear for matches played on P30 is stored in the pavilion beside P34/35.

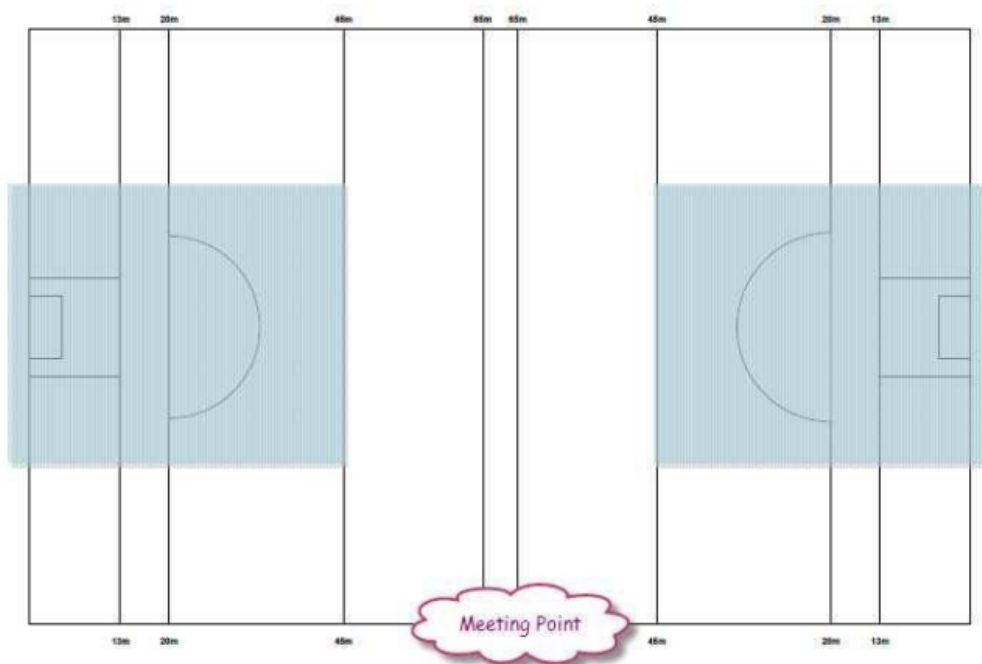
Mentors will be given a key to the pavilion as required.

There are 6 mobile juvenile goals for P30.



## P34/35

The main pitches in St Annes (P34 and P35) are modern sand-based grass pitches which require significant maintenance. There is built in drainage which assists keeping the pitches playable even after heavy rain. These pitches provide a great playing surface, but must be carefully treated as the playing surface is grass. The objective is to play the maximum number of games. The pitches are not synthetic all-weather surfaces and should not be treated as such.



Pitches 34 and 35 are reserved for adult games. Only on an exceptional basis will juvenile teams be permitted to use these pitches.

To help preserve the grass surface, teams using these pitches must observe several guidelines:

- Stay out of goalmouths except when necessary for specific shooting drills / match type drills – see shaded area.
- The vast majority of drills should take place between the two 45s and close to the sidelines. This is typically the area of the pitch that gets least traffic during matches and as such usually has the best grass cover. High intensity drills should take place off the pitch.
- Warmups prior to training or matches must take place off the pitch. When sending a group of players off for a warmup / warm down run or an extended run, direct them away from 34 / 35.

Kick outs - The area on the 13-metre line directly in front of the goals is subject to overuse and must be protected. Goalkeepers should be directed to kick the ball from different areas along the 13-metre line – see extract from Treoir Oifigiúil which facilitates this:

*“(2.7 (a) When the ball is played over the end line by the Team attacking that end, or after a score is made, play is restarted by a kick-out off the ground from the 13m line and within the large rectangle.)”*



No ad-hoc training is allowed by any squads, players or individuals. All sessions must be approved in advance by the pitch management committee. Please remind mentors and players of this rule. Players recovering from injury should not be doing their rehab running / exercises around 34 / 35 – they should be directed to other areas of the park. Be mindful of the weather conditions on the day – what may be acceptable on a fine summer's day may be totally inappropriate on a wet winter's day. Be aware that pitches will be closed for maintenance during Easter break and summer break. We endeavour to ensure no games are missed during maintenance, but training is normally suspended. Explain to the players the reason for moving drills around – we need to increase good practice awareness.

### Floodlights – pitches 34 and 35

- Under planning permission, the Curfew for pitch 34 and 35 floodlights is 9.30pm. Only turn on lights that you require for your game or session, e.g., half the lights for a training session when limited numbers / activity. As soon as a session is finished switch off as many lights as possible immediately.
- If lights are turned off accidentally or go out during a session allow 10 minutes for bulbs to cool down before relighting.
- The light switch room is on the side as you enter the pavilion from road. Obtain a key from Ollie Mangan.

### St David's Astro

Teams with training slots at St David's will be given a key to access the facility.

There is a lock-up there with 6 juvenile goals and the key is the same as Club Astro. The U10 and U11 boys play their competitive matches here. There are smaller goals for U10 boys and larger goals for U11 boys.

The club is not permitted to access St David's before 10am so as not to disturb nearby residents.

### DCC Astro Alfie Byrne Rd

DCC has 6 mobile juvenile goals so it is possible to play 3 juvenile matches across the pitch.

For more detailed information on Club Facilities, please refer to the Club Code Policies & Procedures document section 9, which you can find here <https://clontarfgaa.com/documents>.





## 9. Challenge Matches

### Notifying County Board

The Dublin County Board must be notified by the Club Secretary before a challenge match is played.

Please notify the relevant Club Secretary when you have arranged a challenge match and they will inform the County Board. Tell them the date, time, venue and opposition club.

For LGFA matches, email the Club LGFA Secretary at [clontarf.dublin@lgfa.ie](mailto:clontarf.dublin@lgfa.ie)

For Juvenile GAA matches, contact Club Juvenile Secretary at [secretarybng.clontarf.dublin@gaa.ie](mailto:secretarybng.clontarf.dublin@gaa.ie)

For Adult GAA matches Club Secretary at [secretary.clontarf.dublin@gaa.ie](mailto:secretary.clontarf.dublin@gaa.ie)

For camogie matches, contact Club Camogie Secretary [secretary.clontarf.dublin@camogie.ie](mailto:secretary.clontarf.dublin@camogie.ie)

Please inform the Club Administrator if the match is a Home fixture so a pitch can be allocated. Let the Club Administrator know if your match is cancelled so the pitch can be used by another team.

### Referee

To organize a referee for a challenge match, please contact the relevant Referee Coordinator:

**GAA:** Brendan Doody: [brendandoody20@gmail.com](mailto:brendandoody20@gmail.com)

**LGFA:** For U9-U12 matches contact John Doyle at [john.pk.doyle@gmail.com](mailto:john.pk.doyle@gmail.com). For U13 up, the County Board will assign a referee

**Camogie:** Jenny Byrne (Round Towers) 086 8604538

### GAA Go Games Blitz

If your Club is looking to HOST an U8, U9, U10, U11 or U12 Blitz event, you must apply for permission via the following link [here](#):

The approval process covers:

- Internal County Blitz Event
- Cross County Blitz Event
- Cross Provincial Blitz Event

All details and resources on Go Games can be found on the link [here](#).

**Approval WILL NOT BE GRANTED if the proposed Blitz even at U12 level includes knockout games, semi-finals or finals.**

All above requests must come via an **official GAA Email Account** using the appropriate link above.



## 10. Equipment

### Ordering

If you need to order footballs, sliotars, cones, bibs or other equipment, please complete an Equipment Requisition Form available on the website [here](#). Email the completed form to the Club Administrator at [administrator.clontarf.dublin@gaa.ie](mailto:administrator.clontarf.dublin@gaa.ie)

If mentors are unsure of the correct size ball, information is available in the [downloads](#) section of the Dublin County Board or the [LGFA](#) or the [Camogie Association](#)

**Match balls** should only be used for matches. Training balls should be used for training and pre match. Each team should have 3 match balls. Please mark balls with club and team, e.g. Clontarf 2010 Boys.

General equipment such as tackle bags and poles are located in the lock up at the Club Astro.

**Sliotars** are ordered through John Keegan [keeganjohn@gmail.com](mailto:keeganjohn@gmail.com) or 086 8289665.

**Team Bibs** are included on the Equipment Requisition Form.

*Bainisteoir, Maor Foirne, FLO* bibs are special order items and every team should have a set.

**Medical equipment** is ordered through John Russell 085 7319507. You need one medical kit per team for competitive matches and at least one kit at training. Always check you have ice packs in the kits.

### Jerseys

Every year players in the Nursery receive a sponsored club jersey. U9 Boys and Girls receive a non-numbered sponsored jersey which is also worn at U10. From U11 up, all jerseys are numbered. In camogie, the goalkeeper jersey must be the same as the outfield jersey.

Mentors are responsible for ensuring that all jerseys are returned by players following each match. Mentors must ensure that jerseys are washed after each use. It is not acceptable to ask players to represent the club in jerseys that have not been washed.

**Cages** – both club house and P35 Pavilion:

Clearly mark your cage with your team's using age group based on the calendar year e.g. "2012 Girls" - do not use e.g. "U11 girls". Please keep the mentor stores tidy and do not leave gear lying around. Old gear and packaging should be disposed of using the bins at the club house.

To get a cage in the mentors' storeroom contact Ollie Mangan on 086 8363670.

### Club related Expenses

To reclaim club related expenses, complete the mentor expenses form available on our website [here](#) and email it Tom McCabe at [warmac3@gmail.com](mailto:warmac3@gmail.com).

Expenses should be reclaimed at least twice a year. In this regard, please be conscious of the club's financial year end which is August 31<sup>st</sup>



# 11. Inter Club Transfers

## GAA - Adult Men

The Adult Competition & Controls Committee (CCC) deals with players aged 17 and upwards.

The Annual Transfer Season for players wishing to transfer between Dublin Clubs as per County Byelaws opens at midnight on 1<sup>st</sup> December and closes at 5-30pm sharp on 8<sup>th</sup> December every year. This is the only transfer window in the year. Applications for an Inter-County transfer can be made online through the [Player Transfer System](#)

All Transfers must be signed by the Club Secretary of the new and old Club and by the player requesting a transfer. Clubs are strongly advised to communicate with the current club at Chairperson / Secretary level prior to submitting a transfer request on behalf of a player.

A Transfer form must be submitted if a player wishes to move club, even if a player has not played with his current (or last) Club for several years.

For more information see [here](#)

To initiate a transfer request, contact the Club Secretary at [secretary.clontarf.dublin@gaa.ie](mailto:secretary.clontarf.dublin@gaa.ie)

## GAA – Boys

To initiate transfer requests, contact the Juvenile Club Secretary at [secretarybng.clontarf.dublin@gaa.ie](mailto:secretarybng.clontarf.dublin@gaa.ie)

## LGFA

A player who wishes to leave one club and play with another club must apply for a transfer. However, a player who has not played League or Championship football for a period of 3 years is exempt from transfer rules provided other eligibility conditions are satisfied.

All transfer applications must be made on the official transfer form and approved by Club, County Board, Provincial or Central Council or sub-committees thereof depending on the categories of transfer. There are two transfer windows, namely in January and July, for transfers within Dublin. The County Boards meetings tend to be early in the month, so you should aim to have the paperwork completed by the end of the previous month.

For more detailed information on transfers within the LGFA see the Official Guide here [ladiesgaelic.ie/wp-content/uploads/2018/03/Official-Guide-2023\\_V5.pdf](http://ladiesgaelic.ie/wp-content/uploads/2018/03/Official-Guide-2023_V5.pdf). There are detailed provisions in the Dublin LGFA byelaws, currently in section 18.

To initiate transfer requests, contact the LGFA Club Secretary at [clontarf.dublin@lgfa.ie](mailto:clontarf.dublin@lgfa.ie)



## 12. Competitive Games

### Juvenile naming conventions

Go Games: U8 – U12, also known as CCC1 for Boys.

U13 – U16, also known as CCC2 for Boys.

The Club does not enter U8s in Go Games competition.

### Fixtures

Check the various websites to see fixtures.

[GAA](#) | [LGFA](#) | [Camogie](#)

### Rules

Each Association has an Official Guide which includes the Constitution, the Playing Rules and Disciplinary provisions. In addition, each Dublin County Board sets its own byelaws and competition regulations. The relevant Club Secretary will circulate the competition regulations when available at the start of the season, as these can change from year to year.

### GAA

The GAA Official Guide can be found [here](#): Additional Regulations on juvenile games can be found [here](#):

### LGFA

The Official LGFA Guide can be found [here](#): Additional Regulations on juvenile games can be found [here](#):

### Camogie

The Camogie Association Official Guide can be found [here](#):

### Moving from Go Games to Competitive Games at U13

At U13 the games become competitive, and the squad will be split across various divisions, the number of teams depending on the size of the squad.

The Boys at U12 play “Grading Games” to determine what divisions the teams will be allocated by the County Board for the second half of the year.

For the Girls, at U12 Championship the scores are recorded by the referee and submitted to the County Board to assist the County Board in allocating teams to divisions for U13.

We recommend that the U12 lead mentor speak to the U13 lead mentor to gain insights and advice as to how best to manage the transition to competitive games.



## 13. Referees

### Booking a Referee

#### Go Games/CCC1

For Go Games/CCC1 competition, the referee is a Home referee appointed by the Club Referee Coordinator. You cannot make contact directly with referees. You must contact the club referee coordinator.

Juvenile Camogie – Fiach O’Rian	085 1261082
Juvenile Boys Football & Hurling– Brendan Doody	087 6592201
Juvenile Girls Football – John Doyle	086 8161602

Go Games referees are generally 16+ year old players from our Minor squads so please be mindful of their age, always treat them with respect and make sure that parents and other supporters do likewise. Before a match begins you should talk with the referee and agree any rules you want them to particularly enforce. For example, in football will they enforce the one hop, one solo rule. In camogie, do you want full skills or ground hurling first half and full skills for both. You need to discuss how long the matches will be, do you want a half time, do you want the referee to restart after a score or allow the goalie to restart the game. No referee means no game so show respect to the referee at all times.

#### U13-U16/CCC2

For U13-U16/CCC2 competition, the referee will be appointed by the County Board through a referee coordinator. The referee will be from a neutral club. Check the relevant website to see who the appointed referee is and contact them at least 48 hours in advance to confirm fixture details.

For Juvenile Boys, if the referee is not appointed, contact the CCC2 referee coordinator to get a referee assigned.

[ccc2refadmin@dublingaa.ie](mailto:ccc2refadmin@dublingaa.ie)

For an up-to-date GAA club referee listing see [here](#)

### LGFA Referee Coordinators

REFEREES CO-ORDINATORS				
U13	Michelle Keating	St Annes	<a href="mailto:miceitinn@gmail.com">miceitinn@gmail.com</a>	0857044483
U14/U18	Paul McLoughlin	Raheny	<a href="mailto:cccdublinlgfa@gmail.com">cccdublinlgfa@gmail.com</a>	0858019151
ADULT	Stephen Harbron	St Patricks (W)	<a href="mailto:stephenharbron@gmail.com">stephenharbron@gmail.com</a>	087945 5119
U14 /U18 Replacements	Michelle Keating			

For more information see [here](#)

### Camogie Referee Coordinators

Jenny Byrne (Round Towers) 086 8604538. For more information see [here](#)



How to locate the appointed referee

LGFA

Step 1: Log into [website](#).

Step 2: Select age grade and competition.

Step 3: Select Fixture and then down arrow to see appointed referee.

HOME • MEDIA • FIXTURES • RESULTS • ADULT • UNDERAGE • COMPETITIONS • CONTACT • INFO • DEVELOPMENT • EVENT REGISTRATION

Filter By Category: select... | Filter By Season: 2022 | All Fixtures | All Results

**515 COMPETITIONS FOUND. SCROLL DOWN OR FILTER MORE!**

- GO-AHEAD ADULT LEAGUE DIVISION 1 RELEGATION SEMI FINALS
- GO-AHEAD ADULT LEAGUE DIVISION 2 RELEGATION FINAL
- GO-AHEAD ADULT LEAGUE DIVISION 1 FINAL
- GO-AHEAD ADULT LEAGUE DIVISION 2 FINAL
- GO-AHEAD ADULT LEAGUE DIVISION 3 FINAL
- GO-AHEAD ADULT LEAGUE DIVISION 3 RELEGATION KNOCK OUT STAGES
- GO-AHEAD ADULT CUP DIVISION 4 KNOCKOUT STAGES
- UNDER 16 CHAMPIONSHIP DIVISION 1 KNOCK OUT STAGES
- UNDER 16 CHAMPIONSHIP DIVISION 2 KNOCK OUT STAGES**
- UNDER 16 SHIELD DIVISION 2 KNOCK OUT STAGES
- UNDER 16 CHAMPIONSHIP DIVISION 3 KNOCK OUT STAGES
- UNDER 16 SHIELD DIVISION 3 KNOCK OUT STAGES
- UNDER 16 CHAMPIONSHIP DIVISION 4 KNOCK OUT STAGES
- UNDER 16 SHIELD DIVISION 4 KNOCK OUT STAGES
- UNDER 16 CHAMPIONSHIP DIVISION 5 KNOCK OUT STAGES
- UNDER 16 SHIELD DIVISION 5 KNOCK OUT STAGES
- UNDER 16 CHAMPIONSHIP DIVISION 6 KNOCK OUT STAGES
- UNDER 16 SHIELD DIVISION 6 KNOCK OUT STAGES
- UNDER 16 CHAMPIONSHIP DIVISION 7 KNOCK OUT STAGES

Ballinteer St Johns A 2 - 4

Time	Team1	Scores	Team2
<b>23/10/2022</b>			
16:30	Lucan Sarsfields	2-11 v 2-13	Clontarf A
<b>09/10/2022</b>			
16:30	Lucan Sarsfields	1-7 v 0-9	Templeogue Synge Street
16:30	Clontarf A	1-8 v 2-4	Ballinteer St Johns A

Venue: St Annes No 34  
Referee: Simon Redmond



**Camogie:**

Step 1: Log into [website](#).

Step 2: Select Club Fixtures & Results.

Step 3: Press on “More” to see appointed referee.

Home	LEAGUE TABLE GO AHEAD U18 CHAMPIONSHIP DIVISION 1 GROUP A							
Latest Fixtures								
Latest Results								
2022								
2021								
2020								
2019								
2018								
2017								
2016								
2015								
2014								
2013								

Time	Team 1	Score	vs	Score	Team 2	Comment	More
<b>Go Ahead U18 Championship Division 1 Group A</b>							
21/08/2022	10:30	Lucan Sarsfields	7-14	vs	3-5	Fingallians	Rd 1 <a href="#">More</a>
2017	Venue : Lucan Sarsfields Referee : Donal Ryan (Pending)						
2016	10:30	Naomh Brid	-	vs	-	BYE	Rd 1 <a href="#">More</a>
<b>04/09/2022</b>							
2015	10:30	Fingallians	0-11	vs	1-11	Naomh Brid	Rd 2 <a href="#">More</a>
<b>06/09/2022</b>							
2014	00:00	Lucan Sarsfields	-	vs	-	BYE	Rd 2 <a href="#">More</a>
<b>25/09/2022</b>							
2013	00:00	Fingallians	-	vs	-	BYE	Rd 3 <a href="#">More</a>
	10:30	Naomh Brid	0-7	vs	0-11	Lucan Sarsfields	Rd 3 <a href="#">More</a>



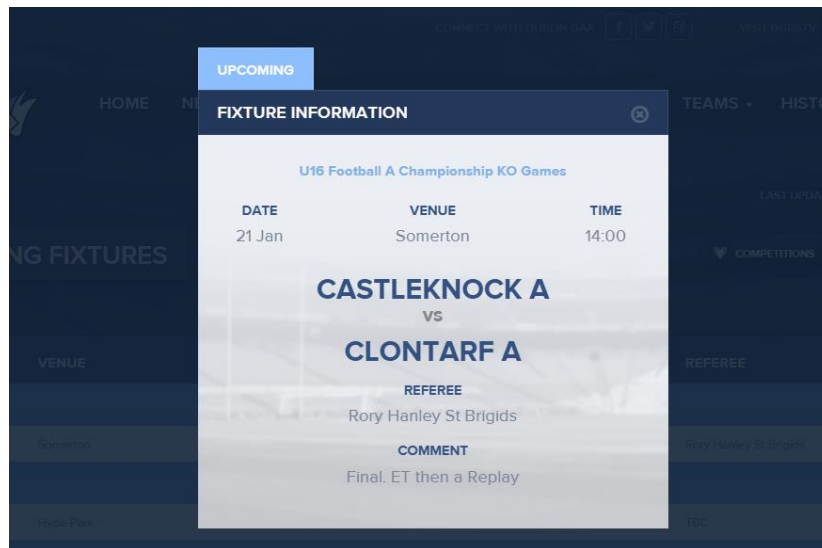
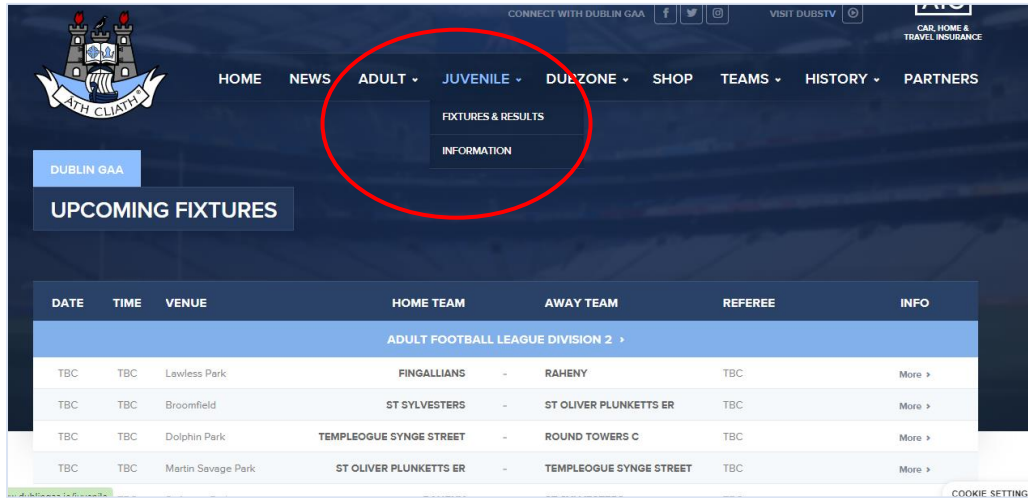


**GAA:**

Step 1: Log into [website](#).

Step 2: Select Juvenile/Fixtures & Results.

Step 3: Press on “More” to see appointed referee.



**Paying a Referee**

Referees are paid in cash on the day. Some may accept Revolut but check in advance. You must pay the referee before the game starts and give them the team sheet as well.

**Go Games/CCC1**

U8/U9/U10 - €10 per team ; U11/U12 - €15 per team

U13 and older - €20 per team.

If a player is injured during the game, please check with the referee that they have noted the name and the injury in their report.





## 14. Match Day

For a detailed breakdown of pre-match and match day preparation please refer to Appendix 1: “A week in the Life of a Juvenile Mentor.”

### Naming Conventions:

**Go Games/CCC1:** U8 – U12 | **CCC2:** U13 – U16

### Team Sheets

- Every team must give the referee and the opposition a Team Sheet before the match starts listing each player and their jersey number. Include all substitutes on the list. Include the player’s registration number from Foireann.
- The team sheets can be found [here for CA](#) and [here for GAA/LGFA](#)

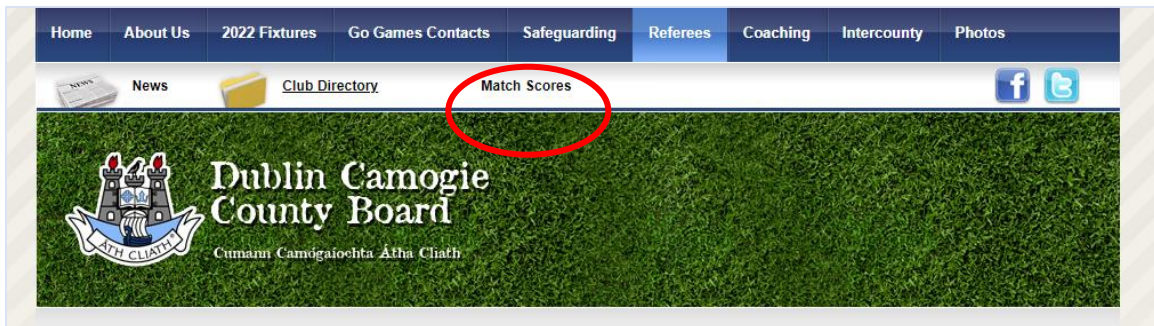
### How submit a score

#### Go Games/CCC1

Match scores are not recorded for Go Games/CCC1

#### Camogie from U13

The home team submits the score. Go to the website here

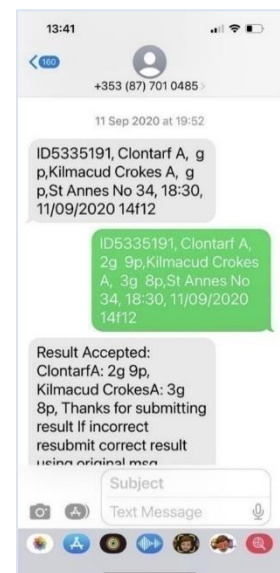


#### LGFA from U13

The appointed team Result Official will receive a text and you reply to the text message with the result and fixture details. Here is an example:

#### GAA CCC2

Teams submit a result via mobile phone. Follow the instructions in the link [here](#).



## 15. Clubhouse Room and Astro Bookings

There are various rooms available for mentors to use for meetings and squad parties. We also hire the rooms, Astro and hall to non-members.

Please contact the Club Administrator to book a room/Astro at [administrator.clontarf.dublin@gaa.ie](mailto:administrator.clontarf.dublin@gaa.ie)

### Protocols for Use of the Club for Events

This is your Club, available for your Event. We ask that you respect the building and follow these simple rules to ensure the room is left as you would wish to find it.

For large events, a cleaning fee of €120 will be charged to cover cleaning costs. A deposit may be taken and refunded when the Club is satisfied with how the room was left after the event. These charges are not applicable to children's birthday parties and squad gatherings.

### The Dos and Don'ts

1. No smoke or dry ice.
2. Put all rubbish in a bin. There is a green bin for paper and plastic recycling at the back door of the club house. There are smaller green bins in the committee room, hall and snooker room.
3. Sweep floor after the event and mop up spillages. Brushes, pans, and mops are located throughout the club house (committee room, outside bar, room off hall. Hot water is available in the pantry under the stairs on the ground floor).
4. Wipe down tables.
5. Check toilets for rubbish and put in a bin.
6. Check the snooker room and bar annex after squad parties for rubbish and spillages.
7. Switch off lights in room and toilets when leaving.
8. Take away decorations.
9. Make sure the fire door from the hall to the yard is locked securely.

You must vacate the premises when asked to so by the bar staff. Failure to comply will result in a loss of your deposit.



## 16. Appendix 1

### A week in the life of a Juvenile Mentor (Excluding Training!)

This is an idea of what a week in the life of a mentor might be like. One mentor should not perform all these tasks. Instead, the lead mentor should allocate the jobs among the wider mentor group.

<b>Monday</b>	<ol style="list-style-type: none"> <li>1. Contact lead mentor/designated contact point for each of the opposition teams as per County Board websites. Discuss potential numbers. <a href="#">GAA</a>   <a href="#">LGFA</a>   <a href="#">CA</a></li> <li>2. For home games, check club website <a href="#">here</a> for pitch allocation.</li> <li>3. For home games, check County Board website to see if referee appointed.</li> <li>4. For home games, confirm which pitch. Let the opposition know and give directions to the pitch.</li> <li>5. Send message to parents. You may want to include a summary of weekend matches just played and details of training and matches for the upcoming week.</li> </ol>
<b>Tuesday</b>	<ol style="list-style-type: none"> <li>1. Once match details finalised, send notification to parents.</li> <li>2. Start tracking down jerseys from the weekend – messages to group and following up with parents. Arrange to have jerseys dropped in or collect them.</li> <li>3. Assuming referees have been appointed, contact to confirm pitch location and time of match. If the referee has not been confirmed, contact the referee coordinator.</li> </ol>
<b>Wednesday</b>	Check if each team needs an FLO (required for female teams only) at the weekend. Send a message to the FLO group requesting an FLO if needs be.
<b>Thursday</b>	Usually, some further contact with opposition about numbers.
<b>Friday</b>	<ol style="list-style-type: none"> <li>1. Message parents match details and look for jersey washing volunteers.</li> <li>2. Make sure you have all jerseys for each team, match balls and one properly stocked medical kit per team.</li> <li>3. Arrange to drop jerseys and gear or get these collected by other mentors.</li> <li>4. Pick teams.</li> <li>5. Prepare the team sheets – each team sheet must contain registration number and name in Irish.</li> <li>6. Have referee money.</li> </ol>
<b>Sat/Sun</b>	<ol style="list-style-type: none"> <li>1. Match day!</li> <li>2. Bring footballs/sliotars cones and bibs. Bring whistles for coaches. Remember medical kit bag.</li> <li>3. Ensure children bring their own water.</li> <li>4. No gumshield, no play. No jewellery should be worn.</li> <li>5. If hosting, mentors and parents should be on site one hour before the game to set up.</li> <li>6. Have a warm-up and drills prepared.</li> <li>7. Have a team talk prepared. Organise teams into positions. Explain positions and what each position should do defender, midfielders, and forwards.</li> <li>8. Submit team sheet x2 to Referee and opposition with players names and registration numbers.</li> <li>9. Have a half time team talk – positive encouragement.</li> <li>10. Talk with players after game what went well and what can be improved.</li> <li>11. Talk with mentors after game what went well and what can be improved.</li> <li>12. After the match (for home games), submit score to the CB website or by text.</li> </ol>

