

## MANAGERS' HANDBOOK *(updated September 2019)*

This Handbook is for use by Managers to help them with their great challenge of managing our teams. Generally a reference to 'manager' also includes assistants and coaches. This Handbook will be updated as appropriate on an ongoing basis in the online edition. You should save this onto your computer or smartphone (iBooks or equivalent).

## OUR MISSION

To provide a sporting outlet for children within our club so they continue to participate in sporting activity.

We will upskill our coaches to develop the players so they can play to the best of their potential.

Our club motto is "Be the best you can be"

## CODES OF PRACTICE

- ❖ These comprise a code for managers, code for parents and Club's code for players.
- ❖ As an affiliate member of the FAI, we are governed by their codes of practice. Check out [www.fai.ie](http://www.fai.ie). Generally
  - To view our clubs codes of practice, see [www.castleknockceltic.com](http://www.castleknockceltic.com).
  - Familiarise yourself with and abide by:
    - Code of conduct for coaches
    - Garda vetting and child welfare requirements
    - Accident/incident reporting
    - Social media policy
    - Goal post safety policy

**CLUB OFFICIALS – EXECUTIVE COMMITTEE**

<b>NAME</b>	<b>Mobile</b>	<b>Email</b>
<b>Chairman</b> Brian Cummins	086-8413785	briantcummins11@gmail.com
<b>Hon. Secretary</b> Tony Jordan	083-4111721	jordant1874@gmail.com
<b>Treasurer</b> Paul Mason	086-8069995	paul@capitalprint.ie
<b>Snr. Sn. Secretary</b> Jimmy Kelly	087-6626694	springlawn@eircom.net
<b>Asst. Secretary</b> Jn. O’Leary	087-6895838	oleary9@iolfree.ie
<b>Eamonn O’Connor</b> Executive	087-2430969	eoc1957@gmail.com
<b>Jim Geraghty</b> Executive	087-2435546	Jimgeraghty1920@gmail.com
<b>Kieran Kelly</b> Executive	086-8091699	kieran@suzuki-ireland.ie
<b>David Curran</b> Executive	087-9754064	dpcurran74@gmail.com
<b>Massimo Larini</b> Executive	086-0144075	larrini@gmail.com
<b>Football Committee</b>		
<b>David Hughes</b>	086-1723755	dmvco@eircom.net
<b>David Curran</b>	087-9754064	dpcurran74@gmail.com
<b>Kieran Kelly</b>	086-8091699	kieran@suzuki-ireland.ie
<b>Christian Reid</b>		
<b>Ray Coyne</b>		
<b>Colin Gormley</b>	087-9137779	colingormley@eircom.net

<b>Disciplinary Committee</b>		
<b>John O’Leary</b>	087-6895838	oleary9@iolfree.ie
<b>Jim Geraghty</b>	087-2435546	Jimgeraghty1920@eircom.net
<b>Child Welfare Officer: Geraldine Curran</b>		geraldinecurran077@gmail.com
<b>Safeguarding &amp; Garda Vetting Officer</b>	087-9754064	dpcurran74@gmail.com
<b>DDSL Team Registrar: John Hayes</b>	086-1926761	jvhayes@gofree.indigo.ie
<b>CLUB OFFICIALS’ ROLES &amp; RESPONSIBILITIES follow .....</b>		

## CLUB OFFICIALS & ROLES

### *Club Chairman*

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- Provide leadership and management in the Club
- Plan ahead for the Club
- Delegate tasks to Club members
- Act as Designated Liaison Person for Child Welfare
- Member of New All Weather Pitch Working Group.

### *Honorary Secretary – Tony Jordan*

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- DDSL
  - Team registrations;
  - Management of 9-a-side and 11-a-side fixtures arrangements, including cancellations that REQUIRE 2 weeks notice MINIMUM.
  - Assist Club Registrar, John Hayes, with DDSL Player registrations;
- Confirmation of match times & pitch allocations (+ Peter Hoey);
- Manage allocation of referees for games in association with DDSL;
- Club's FAI Summer camp;
- Club website maintenance.
- Member of New All Weather Pitch Working Group (includes MSB, CGAA & Castleknock Cricket Club).
- Grant applications and drawdowns.

### *Treasurer – Paul Mason*

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- Accounts Preparation and financial reporting (monthly);
- Player Subscription Management (Registration Fees etc).

## CLUB OFFICIALS & ROLES (cont.)

### *Leinster Senior League Secretary (LSL) - Jimmy Kelly*

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- Senior Players Registration
- Liaison Person for LSL fixtures etc.

### *Assistant Secretary – John O’Leary*

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- DDSL
  - Contact Person for DDSL SSG teams.
  - Management of 5-a-side and 7-a-side fixtures arrangements, including cancellations that REQUIRE 2 weeks notice MINIMUM.
- Disciplinary matters & First Aid courses.
- Winter Training pitch allocations and times.

### *Kieran Kelly (Executive)*

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- Management of Children’s Football Academy;
- Prepare teams emerging from Academy for League Football, including Managers.

### *EXECUTIVE Special Support Officer*

#### *David Hughes*

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- Football Committee chairman;
- Club contracts;
- Mini World Cup;
- Member of New All Weather Pitch Working Group.

## CLUB OFFICIALS & ROLES (cont.)

### *Eamonn O' Connor (Executive)*

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- Purchasing Officer for Club merchandise
- Supply of kit and training equipment to teams/managers, including First Aid kits

### *Jim Geraghty (Executive)*

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- FÁS Management & Clubhouse Administration
- Disciplinary Committee.

### *Massimo Larini (Executive)*

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- Team and Club Sponsorship.

### *David Curran (Executive)*

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- Garda Vetting;
- Safeguarding courses etc;
- Team formations and grading

## CLUB OFFICIALS & ROLES

### *Football Committee – David Hughes, David Curran, Kieran Kelly, Christian Reid, Ray Coyne and Colin Gormley*

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- Club “open days”; Grading of teams;
- Team preparation for new season, including managers and coaches;
- Coaching courses (Kick Start 1 & 2);
- Goalkeeping coaching under Goal-keeping Coach, Kevin McGovern;
- Arrangements for visiting teams.

### *Disciplinary Committee –J O’Leary & J Geraghty*

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- Deal with Disciplinary cases arising;
- Make recommendations to the Executive Committee for decision.

### *Child Welfare Officer – Geraldine Curran*

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- Liaison for Children in difficulty within the Club
- Adviser to Committee/Coaches on Child Welfare matters

### *Garda Vetting & Safeguarding – David Curran*

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- Organisation of Safeguarding courses for Coaches
- Safe-keeping of Garda Vetting, Safeguarding etc. Records

### *Registrar of Teams – John Hayes*

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- Registering players with DDSL

## MATCH DAYS

### *Prior to Match Day – Manager To-Do List:*

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- ❖ Check fixture in Striker-Online on Monday or DDSL website. Remember: No point looking to have postponement without 2 weeks prior notice.
- ❖ Check fixture on our club website from Wednesday.
- ❖ Contact Tony Jordan (DDSL 11-a-side games) or John O’Leary (DDSL Small-sided games) if conflicts in fixture info. These officials are there as support for you generally re league matters.
- ❖ Contact opposition re venue, kick-off time and colours.
- ❖ If you have home game & clash of colours, contact Peter Hoey (087-2545612) for **YELLOW** jerseys.
- ❖ Before match day and on morning of match if necessary, confirm pitch playability etc. with opposition.

### *On Match Day*

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- ❖ Arrival time:
  - For Home game, arrive in time to hang nets or set up goals if there is no game before you - minimum 1 hour before scheduled kick-off time.
  - If not involved in hanging nets etc, arrive at least 45 minutes before kick-off to prepare for game.
- ❖ **NB:** Use at least 2 goal anchors on each SSG goal for safety.
- ❖ No sticky tape to be used on 11 a side goals.
- ❖ Remove any dog faeces, glass, etc from pitch.
- ❖ Any Rabbit holes should be filled in.



- ❖ Ropes should be erected a minimum of 3 metres from sideline where spectators are located.

### ***On Match Day (continued)***

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- ❖ Teams are expected to use dressing rooms before games, with priority given to 11 a side teams.
- ❖ Managers should wear Club gear (Jako top and bottoms) on Match Day. They should also wear them at training and other events as appropriate.
- ❖ Players must not be allowed play matches if not properly attired in Jako Club shirt, shorts and stockings.
- ❖ Get parents involved, e.g. hanging nets, taking SSG goals out of compound, refereeing U-8s or 9s. Do this from an early date of your management career. Otherwise you will end up as a one-person-band – not a nice place to be. Whoever takes in goal posts must be advised about putting them efficiently into compound and all U-pin goal anchors have to be taken into compound also. Net pins for 11-a-side goalnets should be placed in box in Net Bin after final game of day.
- ❖ Arrange to pay referees and get recouped by Club, or get a float from club.
- ❖ If no other game on after you:
  - For 11 a side, take in nets/flags/net pins, and return in their Net Bins to clubhouse store room. Store yellow poles in orderly way.
  - For SSG, return SSG goals AND goal anchors to compound, and
  - KEY to SSG compound is in Defib Box in clubhouse.
- ❖ If no one in clubhouse as you leave, please either lock it up if you have a key OR inform member of Club Executive.

## TRAINING

### TRAINING ON GRASS

- ❖ Use common sense. Avoid using grass football pitches as far as possible. Be efficient in usage of space (1/4 of pitch is enough for SSG team).
- ❖ Share the use of goals, poles, and other training equipment.
- ❖ Pitches NOT to be used when waterlogged or soft underfoot.
- ❖ Watch out each Friday for the Pitch Playability Report from Fingal County Council. If OFF, Porterstown will be deemed OUT-of-BOUNDS for matches or training.

### WINTER TRAINING

- ❖ Contact person(s) J.O' Leary/D. Hughes. J.O'Leary will notify Manager(s) by email of Winter Training around mid-September
- ❖ During winter training months, if unavailable, make sure you tell J O'Leary early (minimum 24 hour notice), previous day if possible, so he can cancel your slot or reallocate it for that night.
- ❖ If your allocated training slot is unsuitable, you should contact another manager with a view to swapping.

## PLAYER REGISTRATION

- ❖ Players must register online at our website by clicking on pink button on our home page
- ❖ €270 for one juvenile; €420 for 2 children; €480 for 3.
- ❖ Academy:
  - €75 for 15 week Academy term
  - €100 for 15 week term including Ck Celtic top, shorts and stockings
- ❖ Other fees are on Online Registration list, e.g. LSL Students
- ❖ Fees payable in 6 instalments or a single payment of full amount.
- ❖ Registration online is necessary for player to be insured and before s/he can play officially
- ❖ John Hayes, Club Registrar, will arrange with managers for players to sign DDSL registration forms. See following page. Club Registrar can be contacted to confirm player has been registered and eligible to play official DDSL games.
- ❖ Players/ parents must read and commit to the Code of Practice as part of registering
- ❖ Where cash is received by any Club official, a receipt must always be issued by official.
- ❖ Player Registration must always be completed online before start of season, but at the latest by end-September. If Club has agreed in rare case that registration payment will be made in clubhouse, it must cover the full payment which must be paid no later than a week after stipulated registering online.

## DDSL PLAYER REGISTRATION PROCEDURE

1. Each Manager to provide their Liaison Person with a list of all the Players on their team asap. No player is allowed to play in a league match until this information has been provided.
2. Each Manager to get every one of their players (and parent/guardian where required) to register online, following instructions after pressing pink button on our club website homepage. THIS SHOULD HAPPEN BEFORE THEY PLAY THEIR FIRST MATCH SO THAT THEY ARE INSURED IN CASE OF INJURY.
3. Club Registrar will arrange for new players (i) the transfer of player information to FAI Database (FAInet), (ii) to have the players approved by DDSL league, and (iii) to assign each player to his/her team.
4. Club Registrar will generate a DDSL Team Registration Form with list of players from FAInet, and provide this to each Manager for completion as in 5 below.
5. Each Manager to have DDSL Team Registration Form signed by each Player (and parent/guardian where required). For any players who are new to our club or were in the Academy, Manager to obtain a copy of Passport or Birth Certificate clearly displaying player's full name and date of birth.
6. Each Manager to return completed signed Team Registration Form of their players, together with documentation confirming date of birth where necessary, to Club Registrar within 7 days of receipt of Form.
7. Club Registrar to email signed Team Registration Form to DDSL.
8. Teams are then officially registered.
9. Same procedure applies for additional players joining team later.

## TIPS FOR MANAGEMENT OF PLAYERS

- ❖ Managers etc to familiarize themselves with the Code of Conduct for coaches
- ❖ Parents/children will read and agree to the Code of Conduct for Parents and Children as part of player registration.
- ❖ Instil in players respect for all coaches/ team mates/opposition and referee.
- ❖ Create an environment where bullying/ foul play/ foul language will not be tolerated
- ❖ Be clear on your discipline strategy from the outset and what sanctions will be applied for breach of code/rules
- ❖ Use a positive, motivational coaching style that seeks to encourage and never humiliate
- ❖ Create a safe playing environment for your team
- ❖ Engage in relevant FAI training courses (coaching & Safeguarding) and attend club management meetings
- ❖ Ensure all players are given appropriate game time – see FAI PDP
- ❖ Advise Club Secretary (TJ) before away trips and non league tournaments. Parents signing consent form is also necessary.
- ❖ Be an appropriate role model and representative of the Club. Avoid smoking, drinking or foul language in the presence of players
- ❖ Consult our Club secretaries re changes to fixtures.

## DISCIPLINARY MATTERS

- ❖ Players sent off in games are subject to immediate one match ban (no matter what competition) plus whatever the governing body decides re further action, e.g. apply fines. Manager and parent and possibly player may be required to attend League hearing.
- ❖ Club may also decide on further disciplinary measures where warranted.
- ❖ All Players/Parents have to pay their own fines and are not eligible to play until paid.
- ❖ Managers or parents who are disciplined by league will be required to pay any fine imposed on them.

## GRIEVANCE/COMPLAINTS PROCEDURE

- ❖ A complaint against a coach may be made in writing to the club chairman.
- ❖ Coach will be notified of the complaint and given a hearing with the opportunity to respond.
- ❖ Complaint will be investigated in confidence by the Disciplinary Committee.
- ❖ Disciplinary Committee will notify all parties of the outcome of the investigation and sanctions, if any, that have been imposed.
- ❖ If the complaint refers to an alleged breach of Child Welfare Legislation, a stand down order may be issued.

## APPEALS PROCEDURE

- ❖ If either party is unhappy with the outcome of the disciplinary process, they have the right of appeal in writing to the club within 30 days.

## RESPONSIBILITY FOR FOOTBALL KIT, ETC

- ❖ Managers must take responsibility for all kit received.
- ❖ Strict procedure for ordering gear: Request by email what you need from kitman, Eamonn O'Connor, and arrange collection with him.
- ❖ An inventory of gear in club is being maintained.
- ❖ All jerseys must be taken back by managers at end of season. It will be replaced for new season if necessary.
- ❖ All kit should be purchased by club and remains the property of the club.
- ❖ If your fixture is at home and you have a clash of colours, contact Peter Hoey (087-2545612) who will advise re YELLOW jerseys and where and when to collect them

## COACHING SESSIONS “LEARNING ENVIRONMENT”

- ❖ Every child deserves great training to help them become the best they can be.
- ❖ We must be on time, be organised, be knowledgeable, be prepared & presentable (proper gear at matches & training, including Shin Guards/Pads), be approachable, enthusiastic & fair.
- ❖ We must create the right environment in training for the coaching sessions to be successful.
- ❖ We must challenge player and have lots of repetition for success.
- ❖ We must coach the positives, praise often and coach in a positive and helpful manner.
- ❖ We must coach in age and stage appropriate levels for the player to get the most out of the session.
- ❖ We must properly train the technique, the right move, with the right timing, in the right moment.
- ❖ We must develop players to recognise and dominate 1v1 situations (attacking & defending).
- ❖ We must develop players to be creative and confident on the ball, without fear of making mistakes.
- ❖ We must encourage players to work hard and be respectful.
- ❖ We must coach with the emphasis on a “training to develop” philosophy over a “training to win” philosophy.
- ❖ We must be passionate about coaching and always be willing to learn and looking to improve our coach/player relationship.
- ❖ 2-Deep supervision at all times.
- ❖ Coaching courses will be organised by Coaching Committee. Also see [www.fai.ie](http://www.fai.ie) re coaching courses.
- ❖ Wear appropriate club gear to matches and training to create correct image, and NO Team jerseys to be worn at training.



## TRIALS / “OPEN DAYS”

- ❖ Expect Open days to be held in June & July in preparation for new season.
- ❖ Football Committee (FC) will organise Open Days.
- ❖ Managers must cooperate with FC so as to implement procedures involved, with objective of players playing in their appropriate grade.

## FIRST AID

- ❖ Managers to make sure they have replenished medical kit and water at every game and training.
- ❖ Also, ensure that a member of management team has First Aid qualification – a parent will suffice to fill this role.
- ❖ First Aid Courses are arranged for managers (**J O’Leary** is contact person for this).
- ❖ It is the responsibility of coaches to complete Injury Report Form when an injury occurs and to report any significant injury to a person on the Executive as soon as possible after injury. The parent must also be informed.
- ❖ Be familiar with procedures for dealing with a head injury

## FEEDBACK

- ❖ We welcome comments/suggestions for improving content or presentation in this Handbook. Email to [info@castleknockceltic.com](mailto:info@castleknockceltic.com)

## INSURANCE COVER

- ❖ ! (Cover is ONLY effective when player is registered officially with our Club and League). Injuries that have potential for claim should be notified to Club Secretary (TJ) within 3 days of the injury. Late notifications to Insurers can invalidate a claim.

### *5/7/9 a-side teams & 11 a-side teams –*

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- ❖ Death – €10,000
- ❖ Loss of limb or eye - €80,000
- ❖ Permanent Total Disablement – €80,000
- ❖ ! Dental Cover is not included in this policy
- ❖ ! Policy Excess - €175 or 10% of the actual claim
- ❖ ! Medical Expenses (irrecoverable from other sources, e.g. VHI) for 12 month period after 1st treatment - €10,000

### *Adult Players Gold Cover - LSL*

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- ❖ This is paid for by player himself to the LSL who advise on terms and premiums etc. Speak to Senior team manager Jimmy Kelly if you need advice.

### *Adult Players Silver Cover - LFL*

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- ❖ Premium is paid by club for members playing in the LFL. Details of Benefits, which include Temporary Total Disablement of €300 per week with 4 week excess, are available from Club Secretary, Tony Jordan

## **Medical Expenses Insurance Cover is set out above**

### **WHAT TO DO IF INJURY IS SUSTAINED :**

- ❖ Submit a report of incident (State the Team, League, date, where, opposition, how, any treatment thus far) to Club Secretary (Designated Person) promptly after the injury occurring. If unsure about whether claim will be made, make the report anyway in case situation later requires a claim. DEADLINE for Designated Person making report to Insurance Brokers is within 30 days.
- ❖ Medical expenses mean 'irrecoverable expenses', i.e. not otherwise claimable from for example health insurance (VHI etc).
- ❖ Note Excess of €175 on total medical expenses or 10% of total whichever is greater.
- ❖ Physio expenses payable up to €250 per year per player, but injured person MUST BE referred by doctor before physio treatment begins.
- ❖ Temporary Total Disablement only applies to people in full time employment and is payable for up to 26 weeks after the 4 week excess period.

**Codes of Conduct for Parents & Coaches follow. Code for Children is available on our website**  
***[www.castleknockceltic.com](http://www.castleknockceltic.com)***

## CODE OF CONDUCT for Parents

1. Encourage your child to always to observe the Rules of the Game
2. Remember, young people are involved in Sport for their enjoyment, not yours
3. Teach young children that their best effort is as important as winning
4. Help young people to work towards skill improvement and good sportsmanship
5. Set a good example by applauding good play on both sides
6. Remain with young players whilst training and on match day
7. As a spectator, do not use bad language or harass referees, coaches, or players
8. Please recognise the value and importance of your coach who is a volunteer. Maintain good communication, prompt attendance/collection and assist your coach if possible with sideline/goalpost duties or first aid training. It is not his/her job to arrange transport to matches and training for child.
9. Do not allow young children to walk home unsupervised from training
10. Parents are responsible for arranging transport and supervision for their child with another parent, for an away game, if they cannot attend themselves
11. Parents must disclose to the club any medical issue or otherwise that might affect their child performance
12. Parents are obliged to pay their child's registration fee in a timely manner to maintain their club membership

## CODE OF PRACTICE for Coaches

1. A coach has a duty of care (loco-parentis), in particular to those aged 17 and under. You must act with due diligence, and offer the same protection, and support that any reasonable parent would, appropriate to the players ages.
2. Be generous with your praise when it is deserved. Never ridicule or shout at players for making mistakes or losing a match.
3. Be reasonable in your demands on the players' time, energy and enthusiasm as they will have other interests.
4. Ensure all players participate in matches, they deserve equal time. Abide by the FAI guidelines if travelling at home or abroad with players.
5. Young players play for fun and enjoyment and that learning skills and playing for fun have priority.
6. Insist on fair and disciplined play. Do not tolerate foul play, fighting or foul language. Ensure that all your players know that bullying whether verbal or physical will not be tolerated. The club will not cover any fines for offenders.
7. Ensure that you never find yourself alone with a player. If you need to speak to a player about his behaviour/quality of play, do so in the view of others. Ensure 'two deep' supervision.
8. Coaches are not responsible for bringing players to/from training or matches. Parents should organise this between themselves. If you do offer to do this and are appropriately insured, all players should be carried in the back of the car and never on their own.
9. Encourage young players to develop basic skills and sportsmanship. Avoid over-specialisation in positional play during their formative years.
10. Create a safe and enjoyable environment in which to train and play.
11. Encourage respectfulness in young people by treating them with respect. Develop their respectfulness for the ability of the opponents and referee.
12. Abide by the referee's/match officials' decision during or after a match. If clarification or follow-up is required, do so in a courteous way.

## CODE OF PRACTICE for Coaches (continued)

13. Seek medical advice, where necessary, to determine when an injured player is ready to play again. Ensure you are familiar with any medical conditions that a player might have by liaising with parents. Advise parents if a player sustains an injury at training or during a match. Be especially vigilant with regard to head injuries.
14. Make a personal commitment to keep yourself informed on sound coaching principles and methods, and on the development of young players. Garda Vetting is mandatory and a copy of your letter of clearance when received from the FAI has to be given to the Children's Officer. All coaches must complete a Child Welfare Safeguarding Course. Details of courses and vetting application forms are available on [www.fai.ie](http://www.fai.ie).
15. Ensure that proper equipment and facilities are available at all times, including a First Aid kit and appoint a suitable adult that can be trained in First Aid, if you are unable to do so yourself
16. Ensure that the players and their parents are familiar with Castleknock Celtic's Code of Conduct and are reminded of it on an ongoing basis.
17. Familiarise yourself with the guidelines for away travel to tournaments in other locations where overnight stays are a requirement and Advise the club of your intentions.
18. Develop a positive working relationship with other coaches within your teams age group and work together to ensure appropriate movement of players according to their ability especially at Trials.
19. Do not bring the club into disrepute by your actions/conduct on or off the playing field, Castleknock Celtic will not cover any fines incurred by coaches for failure to adhere to the Code.

Coach Signature: \_\_\_\_\_

Coach Name ( Block Capitals): \_\_\_\_\_

Team: \_\_\_\_\_ Date: \_\_\_\_\_

# CLUB OFFICIALS

(including Executive Members)



**T Jordan, J Geraghty, B Cummins**  
Hon. Sec. Executive Chairman



**John O'Leary**  
Executive



**Kieran Kelly**  
Director of Academy



**Jim Geraghty**



**David Hughes**  
Chairman Football Cttee.



**Jimmy Kelly & Ray Bowe**  
Senior Managers



**Eamonn O'Connor**  
Executive



**Paul Mason**  
Treasurer



**David Curran & Massimo Larini**