



CASTLEKNOCK CELTIC



MANAGER'S HANDBOOK

August 2021

MANAGERS' HANDBOOK *(updated August 2021)*

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 code for players.
- ❖ As an affiliate member of the FAI, we are governed by their codes of practice. Check out www.fai.ie. Generally
 - To view our clubs codes of practice, see www.castleknockceltic.ie
 - 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

NAME	Mobile	Email
Chairman Brian Cummins	086-8413785	briantcummins11@gmail.com
Hon. Secretary Tony Jordan	083-4111721	jordant1874@gmail.com
Treasurer Paul Mason	086-8069995	paul@capitalprint.ie
Snr. Sn. Secretary Jimmy Kelly	087-6626694	springlawn03@gmail.com
Asst. Secretary Jn. O'Leary	087-6895838	joleary@revenue.ie
Eamonn O'Connor Executive	087-2430969	eoc1957@gmail.com
Jim Geraghty Executive	087-2435546	jimgeraghty1920@gmail.com
Kieran Kelly Executive	086-8091699	kieran@suzuki-ireland.ie
David Curran Executive	087-9754064	dpcurran74@gmail.com
Massimo Larini Christian Reid Executive	086-0144075 086-2449021	larrini@gmail.com christianreid74@gmail.com
Football Committee		
David Hughes David Curran Christian Reid Ray Coyne Colin Gormley	086-1723755 087-9754064 086-2449021 087-9137779	dhughes@waps.ie dpcurran74@gmail.com christianreid74@gmail.com christianreid74@gmail.com

Disciplinary Committee

John O'Leary	087-6895838	oleary9@iolfree.ie
Jim Geraghty	087-2435546	jimgeraghty1920@gmail.com
Child Welfare Officer: Geraldine Curran		geraldinecurran077@gmail.com
Safeguarding & Garda Vetting Officer	087-9754064	dpcurran74@gmail.com
DDSL Team Registrar: John Hayes	086-1926761	johnvjdhayes@gmail.com

CLUB OFFICIALS' ROLES & RESPONSIBILITIES follow



CLUB OFFICIALS & ROLES

Club Chairman

- 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

- DDSL
 - Team registrations;
 - Management of 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 & pitches (+ Peter Hoey & Jn O’Leary);
- Manage allocation of referees for games in association with DDSL (+ Jn O’Leary);
- Club website maintenance.
- Member of New All Weather Pitch Working Group (includes MSB & Castleknock Cricket Club).
- Grant applications and drawdowns.

Treasurer – Paul Mason

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

CLUB OFFICIALS & ROLES (cont.)

Leinster Senior League Secretary (LSL) - Jimmy Kelly

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

Assistant Secretary – John O’Leary

- DDSL
 - Contact Person for DDSL SSG teams.
 - Management of 5/7/9-a-side fixtures arrangements, including cancellations that REQUIRE 2 weeks notice MINIMUM.
- Disciplinary matters & First Aid courses.
- Winter Training pitch allocations and times (+D Hughes).

Kieran Kelly (Executive)

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

EXECUTIVE Special Support Officer

David Hughes

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

CLUB OFFICIALS & ROLES (cont.)

Eamonn O' Connor (Executive)

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

Jim Geraghty (Executive)

- FÁS Management & Clubhouse Administration
- Disciplinary Committee.

Massimo Larini (Executive)

- Special Events

David Curran (Executive)

- Garda Vetting;
- Safeguarding courses etc;
- FAI contact person

CLUB OFFICIALS & ROLES (cont.)

Football Committee – David Hughes, David Curran, Christian Reid, Ray Coyne and Colin Gormley

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

Disciplinary Committee –J O’Leary & J Geraghty

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

Child Welfare Officer – Geraldine Curran

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

Garda Vetting & Safeguarding – David Curran

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

Registrar of Teams – John Hayes

- Registration of players with FAInet and supporting registration of players with DDSL

MATCH DAYS

Prior to Match Day – Manager To-Do List:

- ❖ Receive indicative fixture details on Monday from Fixtures Secretary. Remember: No point looking to have postponement without 2 weeks prior notice.
- ❖ Check for confirmation of fixture on 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. Alteration of fixture arrangements can only be done by Club Fixture Secretary.
- ❖ If you have home game & clash of colours, contact Peter Hoey (087-2545612) for **YELLOW** jerseys. Return yellow jerseys to clubhouse immediately after use so they can be washed by club.
- ❖ Before match day and on morning of match if necessary, confirm pitch playability etc. with opposition.

On Match Day

- ❖ 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 players for game.
 - Observe match day Covid-19 protocols.
- ❖ **NB**: Use at least 2 goal anchors on each SSG goal for safety.
- ❖ No sticky tape to be used on 11 a side goals.

On Match Day (continued)

- ❖ 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.
- ❖ Teams MUST NOT use clubhouse (rooms) until Govt/ FAI regulations allow for it, except for use of toilets and emergency room.
- ❖ 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.
- ❖ A Club official will pay referees. If not done, manager should pay ref and get recouped by 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 and corner flags in orderly way.
 - For SSG, return SSG goals AND goal anchors to compound. Note 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 Eamonn O'Connor 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

- **Managers to provide Club Registrar with full list of team members.**
- **Managers must advise players to pay fees ONLINE before season starts (see section Registering Players, bullet 1, below).**
- **This is required so they have appropriate personal accident insurance in place in case of injury and so they can play in official league matches.**

Fee Structure Summary

Schoolboys/girls & U-19s

- New players and those who paid no fee last season, €270 for one child; €420 for 2 children; €480 for 3.
- Those who paid fees in 2020/21 will pay half fee approx. of €138.
- Reductions apply for multiple member families which will be seen when registering online with Clubforce.
- U-19s/20s will pay similar total fee of €270 approx, with LSL U-19/20 players paying their own insurance plus €200 fee.

ADULTS

- Adult member fees – see Clubforce.

Registering Players (cont.)

1. To register with club, go to our website, click on link at pink button on homepage to register players online with Clubforce or use Clubforce app that can be downloaded to smartphone.
2. Club Registrar, John Hayes, will compile a DDSL registration form for each team with the team's list of players who are registered on Clubforce and provide the form to manager.
3. DDSL Registration form must be signed by players listed on the form and their parent, and when completed, scanned by manager and emailed to Club mailbox admin@castleknockceltic.com, with scan of birth cert or passport of player if not previously provided.
4. Completed player registration form should be furnished to DDSL which is required no less than 2 days before the next league game for player to be eligible to play.
5. Where additional players register with Clubforce, a similar procedure will be followed, though in this case the DDSL registration form will only include additional player(s) for their signatures prior to registering with DDSL.
6. Players are required to be registered with Clubforce & DDSL, as above, before playing an official match.
7. Where a player is transferring to us, submit request to the above admin mailbox. If moving to another club, new club must arrange for the transfer papers to be furnished to our club secretary to sign.

TIPS FOR MANAGEMENT OF PLAYERS

- ❖ Managers/assistants to familiarise 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 for trips.
- ❖ 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
- ❖ 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 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

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 Juvenile teams –

- ❖ Death – €10,000
- ❖ Loss of limb or eye - €80,000
- ❖ Permanent Total Disablement – €80,000
- ❖ ! Dental Cover is not included in this policy
- ❖ Physio cover is up to €250 per player per injury
- ❖ ! 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

- ❖ 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

- ❖ 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. Physio cover for all Adult members is up to €250 per player per injury.

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 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 reporting injury claim 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.ie

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.
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

 <p>A portrait of Brian Cummins, the Chairman, wearing a green JAKO jacket with a club crest on the left chest.</p>	 <p>A portrait of Tony Jordan, the Secretary, wearing a green JAKO jacket and a black beanie, standing outdoors.</p>	 <p>A portrait of Paul Mason, the Treasurer, wearing a green JAKO jacket with a club crest on the left chest.</p>
<p>Chairman Brian Cummins</p>	<p>Tony Jordan Secretary</p>	<p>Paul Mason Treasurer</p>
 <p>A portrait of John O'Leary, the Asst Sec, wearing a green JAKO jacket, standing in front of a brick wall.</p>	 <p>A portrait of Eamonn O'Connor, wearing a green JAKO jacket, standing in front of a green banner that says "CASTLE ROCK CELTIC CLUB" and "COM".</p>	 <p>A portrait of Jim Geraghty, wearing a green JAKO jacket with a club crest on the left chest, standing with his arms crossed.</p>
<p>John O'Leary Asst Sec</p>	<p>Eamonn O'Connor</p>	<p>Jim Geraghty</p>
 <p>A portrait of Kieran Kelly, the Academy Director, wearing a green JAKO jacket with a club crest on the left chest, standing outdoors.</p>	 <p>A portrait of David Curran, wearing a green JAKO jacket with "DC" on the chest, standing outdoors.</p>	 <p>A portrait of Massimo Larini, wearing a green and white JAKO jacket with a club crest on the left chest, standing outdoors.</p>
<p>Kieran Kelly Academy Director</p>	<p>David Curran</p>	<p>Massimo Larini</p>
 <p>A portrait of Christian Reid, wearing a green JAKO jacket with a club crest on the left chest, standing in front of a brick wall.</p>	 <p>A portrait of Geraldine Curran, the Child Welfare Officer, wearing a green JAKO jacket with a club crest on the left chest, standing outdoors.</p>	 <p>A portrait of Jimmy Kelly, the Seniors Liaison Person, wearing a green JAKO jacket with a club crest on the left chest, standing outdoors.</p>
<p>Christian Reid</p>	<p>Geraldine Curran Child Welfare Officer</p>	<p>Jimmy Kelly Seniors Liaison Person</p>



David Hughes
Chair Football Cttee.