**Procedure for application to become BSJ Club coach / mentor to players under 18 years of age**

1. Applicant to discuss application for position of mentor with team coordinator.
2. Coordinator to notify Club Children’s Officer (CCO) with name of new coach / mentor, copying new applicant in the email.

**Email**: [childrensofficer.ballinteerstjohns.dublin@gaa.ie](mailto:childrensofficer.ballinteerstjohns.dublin@gaa.ie)

1. Applicant to complete BSJ coach and mentor application form (available under Welfare section of BSJ website), signed by the team coordinator and email to Club Children’s Officer for approval

**Email**: [childrensofficer.ballinteerstjohns.dublin@gaa.ie](mailto:childrensofficer.ballinteerstjohns.dublin@gaa.ie)

1. Club Children’s Officer (CCO) to review application with relevant CCC1 / CCC2 / adult coordinator (Camogie / LGFA) and validate the application.
2. Approval given by the CCO and CCC1/CCC2 coordinator and notified to team coordinator & applicant.
3. Identification documents for garda vetting to be emailed by the applicant to the CO (during COVID) for verification. Otherwise, applicant to meet with CCO who will verify ID before online application for Garda vetting approved.
4. Child safeguarding course to be booked with the CCO. The CCO will place the mentor’s name on the waiting list for the next available workshop. Sporting Ireland certs are accepted from other sporting bodies but a GAA safeguarding refresher course must be completed online in addition to the Sporting Ireland cert. The CCO to inform new mentor as to what is required. Refresher cert to be emailed to the CCO for the Children’s Officer database.

**Email**: [childrensofficer.ballinteerstjohns.dublin@gaa.ie](mailto:childrensofficer.ballinteerstjohns.dublin@gaa.ie)

1. Team coordinator to book mentor on Foundation course (football / hurling/ camogie) at earliest available date. Discuss with club GPO. CCO to be updated on team coaching completed.