



Ballinteer St. Johns

Mentors' Handbook

**Feabhra 2023**

Mol an Óige agus Tíocfaidh Sí

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[Team Communications at Ballinteer St Johns](#)

# Teachtaireacht ón gCathaoirleach

## *Chairperson's Message*



### A Mhaor Foirne

Is mór an onóir dom scríobh chugat agus sinn ar bís ag feitheamh le tosnú an tséasúr nua. Tá ár gclub ag dul I bfheabhas agus ag éirí níos treise bliain in aghaidh bhliain. Ar son an bhfeidhmeannacht ba mhaith liom buíochas o chroí a ghabháil libh as ucht an sár-obair a ndéanann sibh leis na foirne go léir. Tá súil agam go gcabhródh an leabhar beag seo libh chun ullmhú dos na cluichí.

In advance of another season of exciting action in the club, I'd like to take this opportunity on behalf of the club executive of wishing you every success in the battles ahead. The executive and the club exists for one paramount reason, and that is to enable as many people as possible to play Gaelic Games, for as long as possible, as well as possible. I would like you as players and mentors to hold us to account on that. As teams it sometimes feels like we are islands but we're part of a continent and we all rely on each other.

The following booklet has been put together to help you manage your team. It is primarily for juvenile teams but will I hope be useful for all. As the years go by we hope to improve it and update it. Please read it and keep it. There's a lot in it so bearing that in mind, based on some of the live issues we have in the club there are five key messages I would like to convey to you from the executive on the first page.

1. Indiscipline among mentors and supporters particularly is unacceptable and needs to stop. Respect the referee. One single incident last year of verbal abuse from a grown adult to a referee at a juvenile game cost the club the equivalent of three children's subscriptions in fines. **Reported incidents at games this year will result in automatically being invited to an internal disciplinary hearing, where sanctions will be invoked where appropriate.**
2. Care and respect for the facilities, playing fields and equipment of the club is expected. Please comply with all policies about the maintenance and storage of equipment. **The pitches committee do incredible work with very limited resources, please be patient and**

**respectful with them.** Do NOT use council pitches that the council has declared unplayable under any circumstances.

3. **Each team is now required to have a Finance and Fundraising officer who is accountable for funds raised and spent.** Every team is expected to undertake at least one fundraising exercise, even from things as simple as a table quiz or sponsored walk has an importance far beyond the money raised; it creates purpose, goodwill, builds a network and promotes the club in the community. The executive has a number of resources to help you with fundraising. **Sponsors and members funds must be treated with the utmost respect and be spent on team preparation and expenses.** This year, we raised our subscriptions, paid out by hard-pressed families who we again go back to asking to support club fundraising events and raffles. This money comes directly out of peoples pockets will not be spent on funding drinking societies.
4. Ballinteer St. John's is a four-code club where men and women are treated equally. Codes will treat one another with respect and courtesy and act with player welfare as the primary concern. We are all accountable for this from the executive down. This year a record nine clubs, including two in Dublin, contested senior county finals in hurling and football. This provides clear evidence if it were ever needed, that the dual approach is the most enlightened one in Gaelic Games today. **It is totally unacceptable for a juvenile mentor in any code to implicitly or explicitly encourage an underage player to reduce his or her commitment or involvement with another code in the club.** Where such instances occur and come to the attention of the executive they will be investigated and remedial action taken.
5. Please pay attention to the section on roles within mentoring groups (page 24). **Each team is required to notify the Club Secretary ([Secretary.BallinteerStJohns.Dublin@gaa.ie](mailto:Secretary.BallinteerStJohns.Dublin@gaa.ie)) by the 28<sup>th</sup> of February on the identity of their lead mentor, team administrator, Female Liaison Office and Finance/Fundraising Officer.**

Our players at all grades are the absolute best of our community and it is our honour to help them on their way. You as mentors play a critical role of making the community of Ballinteer whose name we are proud to bear the great place to live it is. I wish you every success and promise you every support we can realistically make available to help you need to reach your potential.

Yours In Sport



Antóin O'Conchúir

Cathaoirleach

## Ballinteer St Johns Juvenile Section Vision

To bring as many players as possible beyond Minor level with the ability to perform the skills of the game's at pace and under pressure at a grade that is appropriate to their ability. We want our players to enjoy playing our games, be proud to be part of Ballinteer St Johns, to build lasting friendships through the Club and to achieve their potential in playing Gaelic games.

### Section 1

#### Juvenile Structure

| Role  | Person                                       | Duties  |
|---|--|---|
| Juvenile Games Chairperson                  |  | Lead Juvenile Committee<br>Represent Juvenile section at club executive meetings<br>Chair Juvenile meetings<br>Coordinate mentor ratification |
| Nursery Coordinator                         |  | Boys and Girls<br>4yrs – 7yrs<br>Football / Hurling / Camogie   |
| CCC1 Hurling Coordinator                    | Paul McDonnell                               | Boys Under 8 - 12<br>Hurling  |
| CCC1 Football Coordinator                   | Kevin Clair                                  | Boys Under 8 - 12<br>Football   |
| CCC2 Coordinator                            |  | Boys Under 13 - 16<br>Football / Hurling  |
| Girls1 Coordinator                          |  | Girls Under 8 – 12<br>Football / Camogie  |
| Girls 2 Coordinator                         |  | Girls Under 13 - 16<br>Football / Camogie   |
| Designated Liaison Person                   | Anthony O'Connor                             | Implementation of Club Child Protection Policy<br>Liaise with Children's Officers / Garda Vetting Officers                                    |
| Children's Officers                         | Clíodhna Ni Ghiollagain<br>Irene Daly Morris | Children's welfare within the Club<br>Garda Vetting   |
| Director of Coaching and Player Development | Paraic McDonald                              | Coaching Strategy<br>Mentor Support/Training<br>School Support<br>Nursery<br>Mini All-Irelands<br>Summer Camps / Cul Camps                    |
| Referee Coordinator, Boys Football          |  | Arranges home referees for U8-U10 and away for U11-U12. Arranges referees for challenge matches   |
| Referee Coordinator, Boys Hurling           |  | Arranges home referees for U8-U10 and away for U11-U12 Arranges referees for challenge matches  |
| Referee Coordinator, Girls Football         | Richard McGrath                              | Arranges home referees for CCC1   |
| Referee Coordinator, Camogie                | Sighle O Bric                                | Arranges home referees for CCC1   |

## Club Executive

| Role                        | Person                                       |
|-----------------------------|--|
| Chairperson                 | Anthony O'Connor                             |
| Vice-Chairperson            | Sarah Davis                                  |
| Secretary                   | Enda Nolan                                   |
| Treasurer                   | Anne Keane                                   |
| Registrar                   | Gillian Buckley                              |
| Children's Officer          | Clíodhna Ní Ghiollagain<br>Irene Daly Morris |
| Public Relations Officer    | Trish McGrath                                |
| Games Officer               | Darren Hedden                                |
| Juvenile Girls Chair        | Niamh Minogue Jones                          |
| Juvenile Boys Chair         | Mick Wren                                    |
| Players' Representative     | Belen Swords                                 |
| Cultural & Language Officer | James Ó hEachathairn                         |
| Bar Committee Chair         | Paul Nolan                                   |

## Key Contacts

| Position                                    | Name   | Mobile No:                 | Email  |
|---|--|----------------------------|--|
| Club Chair                                  | Anthony O'Connor                             | 085 8798996                | Chairperson.ballinteerstjohns.dublin@gaa.ie  |
| Club Secretary                              | Enda Nolan                                   | 086 8525059                | <a href="mailto:Secretary.ballinteerstjohns.dublin@gaa.ie">Secretary.ballinteerstjohns.dublin@gaa.ie</a>               |
| Director of Coaching and Player Development | Paraic McDonald                              | 086 2244265                | <a href="mailto:paraic.mcdonald.gpo.dublin@gaa.ie">paraic.mcdonald.gpo.dublin@gaa.ie</a>                               |
| PRO (Public Relations Officer)              | Trish McGrath                                | 087 9974718                | <a href="mailto:Pro.ballinteerstjohns@gmail.com">Pro.ballinteerstjohns@gmail.com</a>                                   |
| Ladies Football Referees co-ordinator       |  |                            |  |
| Camogie Referees co-ordinator               |  |                            |  |
| Football Referees co-ordinator              |  |                            |  |
| Hurling Referees co-ordinator               |  |                            |  |
| Children's Officer                          | Clíodhna Ní Ghiollagain<br>Irene Daly Morris | 086 1994086<br>086 8356537 | <a href="mailto:ChildrensOfficer.ballinteerstjohns.dublin@gaa.ie">ChildrensOfficer.ballinteerstjohns.dublin@gaa.ie</a> |
| Girls Juvenile Chair                        | Niamh Minogue Jones                          | 086 3035321                | niamh.minogue@gmail.com  |
| Boys Juvenile Chair                         | Mick Wren                                    | 087 9565953                | <a href="mailto:Mick.wren@gmail.com">Mick.wren@gmail.com</a>   |
| Girls1 – U8 – U12                           |  |                            |  |
| Girls2 – U13 – U16                          |  |                            |  |
| Boys – CCC1 U8 – U12                        |  |                            |  |
| Boys – CCC2 U13 – U16                       |  |                            |  |
| Nursery Co-ordinator                        | Mary McCann                                  | 087 1337814                |  |
| Club Registrar                              | Gill Buckley                                 | 087 8278587                | <a href="mailto:gill.buckley@gmail.com">gill.buckley@gmail.com</a>   |

## Mentors, Policy Documents

Mentors and Group Administrators/Co-ordinators are ratified by the Club Executive each year. This includes a review of their Garda Vetting Status. A lead mentor, an Administrator/Co-ordinator, a finance/sponsorship office and Respect Officer is appointed within each year group and game code. The Lead mentor / Administrator/Co-ordinator is responsible for ensuring effective communication among their mentors and implementation of Club policies and initiatives. Mentor and Administrator/Co-ordinator contact details are listed at the back of this handbook, or as a separate document. Girls and Women's teams must appoint a Female Liaison Officer (FLO).

Various other policy documents which relate to the Juvenile section are available in the downloads section of the Club's website [www.ballinteerstjohns.com](http://www.ballinteerstjohns.com) including the Club's Constitution and the Club code of Ethics & Guidelines for the Protection of Children.

## Club subscriptions/ Registration of Players

Only fully registered and paid up members will be permitted to train or play matches. The club will however never turn away any player or family in financial difficulty and any member who wishes to remain active but is not in a position to meet the subscriptions should be directed to the Registrar who will make suitable arrangements. All mentors and co-ordinators must be paid up members of the Club. Membership forms are available on [www.ballinteerstjohns.com](http://www.ballinteerstjohns.com). Membership is to be renewed on the ClubZap App.

Lists of paid up members are held by the club registrar. Please contact co-ordinators for details.

## Club communication

Please email the PRO all fixtures and match results regarding your team in order that they can be put on the ClubZap App.

## Section 2

### Role of Juvenile Mentor

BSJ is a voluntary organisation and all our activities are organised by our own members. Juvenile mentors, often parents and guardians of our young players, are the people who organise and manage training and matches. As the club has grown, we have introduced the role of an Administrator/Co-ordinator. This role has the same obligations as mentor, frees up lead mentors to concentrate more on skills and training, and creates a better focus on other activities such as the roll call, collection of membership, promotion of club social and fundraising activities etc.

Mentors are usually recruited when they first bring their children down to our Saturday nursery in Broadford. Lead mentors are advised to get as many people as possible to help with coaching. This can be a very rewarding role – guiding young players who can barely kick a ball or hold a hurley through the age grades, helping each one to play to the best of their ability. The Mentor's role is influenced by the personal capacity and drive of the individual and can encompass:

- Organising and running of training sessions
- Communicating time and venue of fixtures and ensuring sufficient numbers to field teams
- Organising and managing teams on match days
- Coaching & developing juvenile players to the best of their ability
- Encouraging players to give the best of themselves for the team



- Ensuring teams have necessary equipment to train and play Gaelic games e.g. footballs, sliotars, bibs, cones, stakes to tie down goals etc.
- Ensuring safe equipment is used by all players including but not limited to gumshields for football and helmets meeting standard IS:355 2006 or later for hurling/camogie.
- Return of match results to County Board (mostly via automated text service)
- Promoting and supporting the Club's social and fundraising activities
- Ensuring that player's time spent with you is a positive experience.

BSJ greatly appreciates the voluntary commitment which mentors give so willingly.

The Club code of Ethics & Guidelines for the Protection of Children is available in the downloads section of the Club's website – [www.ballinteerstjohns.com](http://www.ballinteerstjohns.com).

Also available is *Our Games - Our Code*, the joint Code of Best Practice in Youth Sport. This Code has been agreed between the GAA, the Ladies Gaelic Football Association, the Camogie Association, GAA Handball Ireland and the Rounders Council of Ireland. The Code replaces all previous Codes and is a mandatory Code of Best Practice for all Gaelic Games Associations in our work with underage players.

The GAA Code of Behaviour complements the Irish Sports Council (ISC) Code of Ethics and *Our Games - Our Code*, the joint Code of Best Practice in Youth Sport and addresses the appropriate levels of behaviour, practice and conduct required from our young players, officials, coaches, trainers, mentors, supporters, parents/guardians and clubs.

The GAA Code of Behaviour is jointly promoted by the GAA, the Camogie Association), Ladies Gaelic Football Association, Irish Handball Council and Rounder's Council of Ireland.

Relevant documents are available on [www.dublinladiesgaelic.ie](http://www.dublinladiesgaelic.ie) and [www.dublincamogie.ie](http://www.dublincamogie.ie)

Each year the Lead Mentor/co-ordinator must supply the Mentors Registrar with a full list of their proposed Mentors, including phone and email contact details.

Each year the Ballinteer St. Johns Club Executive ratifies the mentors who will be involved in working with our juvenile teams. This includes ensuring mentors have undergone the GAA's Garda Vetting process.

All mentors must be vetted by the Gardai without exception. Garda Vetting Forms are available from the club website.

It is best practice to ensure that junior leaders under 18 years of age are supported by an adult(s) and do not have overall supervision responsibility for a group of young people. Persons aged 16/17 may be vetted and the Club would recommend this if that person is mentoring on a regular basis. The consent of a parent is required for vetting persons under 18 years of age. The appropriate additional form is available from the Mentors Registrar.

The Club is obliged to have a Designated Liaison Person who is responsible for reporting allegations of abuse to the statutory authorities. Any disclosures of abuse or potential abuse must be reported to the Designated Liaison Person.

The Club also has two Children's Officers. Any issues regarding child welfare may be referred to them.

### [Complaints procedure](#)

The Club has an official complaints procedure which is available in the downloads section of the Club's website [www.ballinteerstjohns.com](http://www.ballinteerstjohns.com). The complaints procedure ensures the efficient, transparent and fair processing of complaints made against officers, officials, mentors, managers, members and supporters of the Club.

## Communications, including Social Media

ClubZap is the recommended platform for interaction between mentors and parents. The club does not endorse club-related communication via WhatsApp or any other social media platform. **Mentors should never communicate by text or email with an individual under age player.**

If an underage player obtains a mentor's phone number or email address and attempts to make direct contact with the mentor, he / she must instruct the child not to do so and inform their parent / guardian of same. The mentor should also seek advice from a member of the juvenile committee if this happens.

The club has adopted the GAA Social Media Policies & Guidelines

## Coaching and games development

The Club's Games Director of Coaching and Player Development keeps mentors informed of training and coaching skills courses which are organised throughout the year. He will also work with mentors in devising training programmes for their teams and will run training sessions for teams. Feel free to contact him.

See the following websites for coaching ideas, drills etc.

- [Learning.gaa.ie](http://Learning.gaa.ie)
- [www.dublingaa.ie](http://www.dublingaa.ie)
- [www.dublinladiesgaelic.ie](http://www.dublinladiesgaelic.ie)
- [www.dublincamogie.ie](http://www.dublincamogie.ie)

Podcasts

Coaching the GAAME <https://open.spotify.com/show/7vfQdKAKNfudboDbqiQU6D>

The Coaching Bubble <https://podcasts.apple.com/ie/podcast/the-coaching-bubble/id1470242103>

- Frequently Asked Questions
  - *I played in Ballinteer St. Johns when I was a kid. There were no committees and rules and coordinators then. Why do we need them now?*
    - We need them because the Club is much bigger now than it was 15 or 20 years ago. It is very different now and it takes a huge amount of organisation and good will to get all our teams out playing every weekend. That's why we had to develop a juvenile structure to organise and share the workload so all mentors, parents and players are asked to cooperate with the structure and rules we have in place.
  - *I didn't play Gaelic games myself – how can I be a mentor?*
    - There is so much to do organising our games, particularly at the younger age levels where numbers are highest that everyone can play a useful role. For a start, training in coaching skills is available to all mentors. Our Director of Coaching and Player Development organises coaching courses for all levels during the year. Also, we need mentors to organise teams, send texts, sort out equipment etc. so don't rule yourself out. Kids love to have their parents involved with their teams so it is a great opportunity to get new skills and be involved and also to get to know people within the Club. As teams get older we are very fortunate in Ballinteer St. Johns that former Club players get involved in coaching our juvenile teams. It is a way for them to give something back to the Club. So we have members who would have come through the nursery and juvenile ranks themselves now coaching our teams.
  - *I am concerned about the behaviour of another mentor*
    - This is obviously a tricky issue. If possible, discuss your concerns with the lead mentor in your group or another mentor you respect. Following this you may wish to raise the issue directly with the mentor concerned or to bring your concerns to the attention of the relevant coordinator of your group/ code. Contact details are listed earlier in this Handbook.

- You also have the option to raise the issue with the Juvenile Chairperson or Club Chair. The safety and wellbeing of all children playing our games is paramount. If you are concerned, please raise the issue rather than letting things lie.
- Any issues to do with child welfare may be referred to our Children's Officers. More serious issues involving potential child abuse must be referred to the Club's Designation Liaison Person.
- Contact details are listed earlier in this handbook.
- *We are moving from the nursery to U8. What do we need to focus on?*
  - Firstly, there is a lot of help and advice available to mentors, both formally and informally as they move through the different sections of the Club. Your first port of call is our GPO who will advise you as will the coordinators of CCC1, and Girls1. Talk to the mentors of the year above you and find out what worked and didn't work for them. Set up a structure among mentors for both communication and sharing the workload. Remember to communicate with parents as well. It's all new for everyone so just keep the communication flowing and things will work out.
- *How do we contact parents to let them know when matches and training are on etc.?*
  - Each parent should download the ClubZap App for updates on training and matches. This is the only social media to be used.
  - Mentors should never communicate (text/email) with an individual under age player. Communication goes through parents
  - If an underage player obtains a mentor's phone number or email address and attempts to make direct contact with the mentor, he / she must instruct the child not to do so and inform their parent / guardian of same.
- *How do we get keys for the store room to get equipment etc?*
  - Each lead mentor should obtain keys or combination codes for the relevant facilities they use. These can be obtained through your co-ordinator
- *Who looks after first aid at matches?*
  - Inevitably injuries occur during games so mentors should ensure they have a first aid kit with on the field. If the injury seems more serious the child's parent should take over (or whoever has brought them to the match). Make sure the referee makes a note of any serious injuries. These should be reported to the juvenile chairpersons.
- *Should we bring water bottles to matches?*
  - Ideally every child should bring their own water to matches. It is unhygienic to be sharing water bottles. The best time to create this habit is when the children are younger. However, given that they will forget from time to time mentors should also have water available, particularly when the weather is hot.
- *We would like to take some photos of our team. Are there club procedures in place?*
  - Yes. The club has adopted the GAA Code of Best Practice in Youth Sport. This policy booklet outlines best practice in relation to all interaction with children (includes all under 18 year olds). In relation to the taking of photographs parents are asked each year upon registration to inform team mentors if they do not want their child included in club photographs.
  - It is best practice;
  - - Not to publish matching names and photographs of children.
  - - Personal details should never be included.
  - - If a child is being photograph on their own eg. an award - only include their first name with the photo.
- *Can parents take photographs at matches?*
  - Parents may at times wish to take photographs, but if any club personnel are unhappy about any matter relating to such photography, the permission granted should be withdrawn immediately.
- *Can we video one of our games?*

- It is permitted to use video equipment as a legitimate coaching aid but care must be taken in the dissemination, storage and use of such recordings.
- *Has the club a policy on Bullying?*
  - The club has adopted the GAA Code of Behaviour and Code of Conduct as Club Policy. The club's Childrens' Officers / Designated Liaison Officer should be contacted in relation to any concern regarding bullying behaviour.

## Section 3

### Playing Games

There are some terms mentors need to be familiar with so they can understand how games are organised.

Boys games are organised by the Dublin County Board of the GAA. It is worth becoming familiar with the County Board website [www.hill16.ie](http://www.hill16.ie) or downloading the hill16 app to your phone.

Boys' juvenile games are organised into two sections:

CCC1 - U8-U12 boys football and hurling

CCC2 - U13-U16 boys football and hurling

The different rules and regulations for the games, including Go Games, and league and championship competitions are available in the extras - downloads section of [www.dublingaa.ie](http://www.dublingaa.ie). You will also find contact details for other clubs and for referees on the site.

Girls games are organised by the Ladies Gaelic Football Association and by the Camogie Association – two separate organisations. Details of game organisation and regulations are available on [www.dublincamogie.ie](http://www.dublincamogie.ie) and [www.dublinladiesgaelic.ie](http://www.dublinladiesgaelic.ie)

Ladies Football matches are usually scheduled for the entire term in advance and can be viewed under the "Fixtures/Results" tab. The rules for Under 8 to Under 12 games are currently under the "Referees" tab.

Camogie matches are usually scheduled during the year and can be viewed under the "Fixtures/Results" tab. You should nominate two lead mentors who will be sent the fixture lists via email. The rules are to be found under the "Information" tab.

Your group co-ordinator is the first point of contact for pitch allocations. The club fields a lot of teams every week and has only a certain number of pitches. While we try to accommodate everyone, not every team will always get the slot they prefer and the club expects you to understand this.

Another useful website is [www.dublingaagamesdevelopment.ie](http://www.dublingaagamesdevelopment.ie) for coaching and games development advice.

### Purchase of Equipment / Requisition Slips

The Club is under enormous financial pressure so all teams need to be self-financing. Teams undertake various fundraising activities including Table Quizzes, Cake Sales etc. Bag packing slots in supermarkets become available periodically. Speak to your coordinator about organising a day for your team.

Basic training equipment (sliotars / footballs / bibs first aid pack) should be ordered through the Club. Contact your co-ordinator who will liaise with the executive. Requisition orders should be submitted promptly at the beginning of the year.

## Mobile Goals/ Goal Safety

For younger age groups mobile goals are used to create the correct pitch size for the games. Mobile goals must be stored in the designated areas after use.

Mobile Goals must always be secured to the ground with the clamps and pegs provided. There have been tragic accidents involving the use of the mobile goals so it is critical they are always properly secured.

Slalom poles may be used for younger groups – check rules on county board websites.

## Numbered jerseys

Teams should wear numbered jerseys or numbered armbands or bibs from Under 11 upwards. Girls should wear jerseys from under 11 upwards. Teams must source and look after their own jerseys. It may be possible to secure sponsorship for a set of jerseys or to get a set that an older age group has grown out of. If purchasing jerseys buy the largest size possible to ensure they last a few years. If possible also arrange to share jerseys between football and hurling/camogie. Players should wear jerseys shorts/skorts and socks obtained from the club shop. Players are discouraged from wearing hoodies/jackets etc. In cold weather club zip tops such as those distributed at the camps are acceptable. Parents should be encouraged to have suitable cold/gear under armour for winter training and games.

## Mouth guards

All juvenile players must wear mouth guards for football, without exception. This is a GAA ruling and a Ladies Football ruling. This applies to training and matches, and no mentor should allow a juvenile train or play without a mouth guard.

## Grading of Teams

Ballinteer St. Johns has a huge number of children playing our games and our policy is to encourage them all to play to the best of their abilities. At the start of each playing season mentors must review their teams and consider moving players. Children develop at different stages and a child who is weak at age 10 may be a very strong player at age 14 and vice versa. Grading must be constantly reviewed.

## Streaming of Players

Decisions on how players are streamed are a matter for the relevant CCC1/CCC2 co-ordinators, supported by their code committees and the Director of Coaching and Player Development. Player development and welfare is the cornerstone of how players are streamed.

Usually, boys teams begin streaming at age 9 in preparation for graded county board competitions which commence at U12. It is good practice to move players around between A, B and C to help them grow in confidence, develop leadership skills and understand the game better. There are guidelines that can be downloaded from [dublingaa.ie](http://dublingaa.ie) downloads on streaming for U12 football and hurling competitions and how these lead into U13. In camogie, streaming historically begins at Under 11 but in practice clubs tend to come to agreement on the match day. For girls football streaming begins at Under 13. You should liaise with your relevant co-ordinator to

## Referees

For Go Games matches up to U11, the Club provides home referees. These are coordinated by the referee coordinator. For older age groups, referees are appointed by the County Board.

Mentors should contact the referee in advance of the game to confirm their availability. It is critical that the referee is informed if a match venue or time is changed or if a match is cancelled. The Club is liable for referee

fees if we fail to inform them of any changes. CCC1 and CCC2 referee details are available on [www.dublingaa.ie](http://www.dublingaa.ie) in the downloads section.

If you wish to appoint a referee for a challenge match contact the referee coordinator. Note, the Club does not reimburse referees fee for challenge matches.

In the case of CCC2 matches, the HOME team must contact the referee to ensure his availability. If a referee is not notified by the HOME team of a call off or change of venue/time then the HOME team as listed for the fixture is liable for the full referee's fee. In the event that a referee fails to show, the away team has the option to referee the game. If they do not wish to exercise this option then the home team MUST referee or concede the game. This rule does not apply to Championship games where a neutral referee must be present.

### Girls Football

From U11 up all referees are appointed by county board for scheduled league and championship matches. The home teams are notified of designated referees. It is the home team's responsibility to make contact with the referee as early in the week before the scheduled game. If the referee is unable to fulfil the fixture the onus is on the referee to find and inform the home team of the replacement.

### Juvenile Camogie

Every team's scheduled fixtures come with a designated named referee or a named club who are to provide a referee. Up to U13 a club is usually assigned to provide a referee for all fixtures. From U13 up, named referees are appointed for all championship games. For league games it varies between a named referee and a club assigned to provide the referee.

### Named Referees:

Home teams must make contact with the designated referee early in week before fixture.

### Named club:

If there is a problem with named referees contact the Referee co-ordinator for the relevant board (GAA/LGFA/Camogie Association)

### Named Clubs:

The home team must contact the designated club referees co-ordinator to arrange a referee for the home fixture. There is a full list of each clubs juvenile referee's co-ordinators on the Dublin Camogie Website:  
[http://www.dublincamogie.ie/Club\\_Directori/Default.36.html](http://www.dublincamogie.ie/Club_Directori/Default.36.html)

**Important:** For both Girls Football and Camogie in the event of a cancellation or changed match time. It is the home team's responsibility to notify referee and opposition. Failure to do so could mean the home team will have to pay the referee's fee for both teams.

### Return of Match Results

#### Hurling and Football

There is a texting system in place for recording the results of all games from U11 onwards. Lead Home Mentors receive a text from the County Board at the time of the match which allows them to insert the result from their mobile. These results are then available on [www.dublingaa.ie](http://www.dublingaa.ie).

In the event of any difficulties, result should be emailed to [juvresults@dublingaa.ie](mailto:juvresults@dublingaa.ie). before 11am on the Monday after the match.

Results for U8, U9 and U10 do not need to be returned.

In the event that a match is not played, the reason should be emailed to [juvresults@dublingaa.ie](mailto:juvresults@dublingaa.ie). Details of how the texting systems works are available in the extras section [www.hill16.ie](http://www.hill16.ie) under downloads.

### Ladies Football and Camogie

Both ladies football and Camogie use the real-time SMS text results system run by e-Sports Manager. From c.U11 up each team's lead mentor receives an SMS text, the score is entered by the mentors at the end of each match and returned. The Dublin Ladies Football and Camogie websites are updated in real-time, with all scores and leagues automatically adjusted.

For detailed instructions on returning Texts

<http://www.sportsmanager.ie/uploaded/6929/resultstxt.pdf>

### Camogie

At the start of each year the Dublin Camogie Board request a contact for all the club's camogie teams. That is, a single contact for each team (one named contact for each team i.e. A, B, C team - 3 contacts).

This system starts from U11 for Go-Game Mini leagues it is used right up to and including adult.

### Ladies Football

At the start of each year the Dublin Ladies Football Board requests a contact for all the clubs girl's football teams. That is, a single contact for each team (one named contact for each team i.e. A, B, C team 3 contacts).

This system starts from c.U11 and right up to and including adult.

### Away Trips

Away trips are of benefit to juvenile players and are a very enjoyable aspect of their membership of the Club. However, the Club has a duty to Dublin GAA and trips away can never be at the expense of our Dublin obligations.

- The Coordinator must be consulted in advance of any decision being taken to go on an away trip. The trip will be authorised by the club executive through your coordinator.
- The match cannot clash with any official county board fixtures
- There should be a limit of four away trips per age group per year from U10 upwards, ideally no more than one per quarter. That is the total of trips, regardless of code, should not exceed four.
- Trips at U8/U9 should be limited to two per year and also have a social/fun element such as a visit to a park etc.
- Up to U12 all children on the panel should have the opportunity to go on all away trips. An amendment was suggested that this should apply up to U11 and be desirable at U12. It may not be possible to get host clubs to accommodate all our players at this age level.

Signed permission slips must be obtained for all children travelling, even if the parent is also travelling.

The following text should be appended to any trip information sheet that you issue.

I give permission for \_\_\_\_\_ to travel on the Ballinteer St. Johns trip to

\_\_\_\_\_

Signed \_\_\_\_\_ (parent/guardian)

Contact No. \_\_\_\_\_

## Friendly Games / Games outside Dublin (Notification to County Boards)

For Insurance purposes, matches must be authorised through your coordinator and board delegate who will notify Dublin County Board / Camogie Board / Ladies Dublin County Board. All boards must be given at least 3 days' written notice. Do not contact the County Board directly yourself.

## Players Injury Schemes

Details of the various player injury schemes provide by the GAA, Camogie Board and Ladies Football Board are available on [www.ballinteerstjohns.com](http://www.ballinteerstjohns.com). These schemes do not seek to compensate for injury but to supplement other Schemes such as Personal Accident or Health Insurance.

If you have medical insurance such as VHI, Irish Life Health or Laya Healthcare, a claim must be made with your medical insurance provider in the first instance. The Schemes only provide cover for unrecoverable losses up to the limit specified under each scheme

## Ballinteer St. Johns Policy on Player Injury:

All registered players are covered by the GAA, Camogie or Ladies Football Player Injury Schemes.

CLG Ballinteer St. Johns has an on site physiotherapy service in the clubhouse for which members may avail of discounted rates. For appointments email [brian@restorephysio.ie](mailto:brian@restorephysio.ie) .

Mentors are reminded that any injury received in a match and that might potentially require treatment should be reported to the referee for inclusion in his report, and to the juvenile chair.

## Frequently Asked Questions

There are so many issues that arise regarding the playing of our games, we have provided answers below to some Frequently Asked Questions. If there are other questions you think we should include here please email our Juvenile Secretary.

- I have a son and a daughter playing in the Club but there seems to be different arrangements for organising games for both. Why?
  - Not everyone realises this but boys games are organised by the GAA and girls games are organised by two separate bodies – the Ladies Football Board and the Camogie Board. Boys games are coordinated so that football and hurling are played on separate weekends and fixtures do not clash. Ladies Football and Camogie usually play both codes on the same weekend. This is gradually changing with the younger groups, and it is becoming more common to alternate weekends.
- How are referees organised?
  - For Go Games matches up to U11, the Club provides home referees. These are coordinated by referee coordinator. For older age groups, referees are appointed by the County Board. Mentors should contact the referee in advance of the game to confirm their availability. It is critical that the referee is informed if a match venue or time is changed or if a match is cancelled. The Club is liable for referee fees if we fail to inform them of any changes. CCC1 and CCC2 referee details are available on [www.dublingaa.ie](http://www.dublingaa.ie) in the downloads section. Referee details are also available on the Ladies Football and Camogie websites.
  - If you wish to appoint a referee for a challenge match contact Club referee coordinator. Note the Club does not reimburse referees fee for challenge matches.
  - In the case of CCC2 matches, the HOME team must contact the referee to ensure his availability. If a referee is not notified by the HOME team of a call off or change of venue/time then the HOME team as listed for the fixture is liable for the full referee's fee. In the event that a referee fails to show, the away team has the option to referee the game. If they do not wish to exercise this option then the home team MUST referee or concede the game. This rule does not apply to Championship games where a neutral referee must be present.



- How do I go about playing a friendly/challenge match?
  - The Club encourages teams to play friendly/challenge matches provided they do not clash with official fixtures and that playing facilities are available. Ideally try to arrange to play your challenge match at the other team's home pitch. Ballinteer St. Johns has a very limited number of pitches and it may not be possible to provide pitches for challenge matches depending on our other fixtures. To source a pitch email Fixtures Coordinator stating the preferred pitch and time and details of the code and teams playing. When you have sourced a pitch also email the relevant coordinator to let them know about the fixture, and request permission from the relevant county board. If you do not have permission, then you do not have player injury scheme cover.
  - County Board contacts:-
  - Dublin GAA Juvenile Secretary: [secretarybng.dublin@gaa.ie](mailto:secretarybng.dublin@gaa.ie)
  - Ladies Football delegates
  - Camogie delegates
  - If you wish to provide refreshments after the match please contact the bar committee. Parents must provide the refreshments and make the teas/coffees etc. and clean up afterwards.
- *We want to organise an away trip. How do we go about doing this?*
  - Away trips usually occur when mentors or parents have contacts in Clubs in other counties. See Club policy on away trips for specific details. Consider the cost options of hiring buses etc. Typically parents car pool for away trips.
- *If a child is not showing up for training do, I still have to play him/her in matches?*
  - The ethos of Ballinteer St. Johns is inclusivity for all children. Depending on circumstances some families may not be able to make all training sessions. In general, in younger age groups, any child who shows up for a match should get a reasonable amount of play. As the children get older and teams are streamed it is inevitable that a child who does not attend training will end up on a B or C team. They should still be afforded the opportunity to play when they attend matches although you may choose not to start them.
- *Why can't we play our matches in Marlay Park?*
  - Ballinteer St. Johns has over 100 teams. It is impossible for everyone to play in Marlay so we have pitches around our locality which are designated home pitches for different age groups. See Section 4 on pitches and facilities for more details.
- *Who decides where matches are played and where and when we train.*
  - See section 4
  - For issues on training times, pitch allocation etc. contact your coordinator
- *How do we know whether training or matches can go ahead if the weather is bad?*
  - You will receive a message on ClubZap. Many of our facilities are council owned and run and as such they may declare pitches unplayable and we have to abide by that. Other facilities such as the AWP and GSNS which are not council owned may be used when council pitches are unavailable but we encourage all mentors to be sensible about weather and when council pitches are unplayable to consider very carefully if other pitches are usable. The executive, co-ordinators and games committees can help advise. When weather is bad they will review the pitches on a daily basis and advise playability.
- *I see the fixtures set by the County Board on a Monday on [www.dublingaa.ie](http://www.dublingaa.ie) but our fixture time/location is sometimes changed by the Club. Why?*
  - Ballinteer St. Johns has a huge number of teams and a limited number of pitches. As our registered pitch is Marlay Park, home fixtures for BSJ will show up as Marlay Park on the website but games may take place in Loreto, the AWP, GSNS or another venue. It is good practice to let opposing teams know if this is the case as early as possible, providing them with information on how to find the venue and parking options.
- *We have players from younger age groups playing with us because they want to be with their friends. Is there a Club policy on this?*

- The Club policy is that players play at the appropriate age. We have so many children playing that a child playing up actually deprives other children of game time by increasing the numbers we have to field. This issue arises every year but it is really best dealt with by being firm at U8 level and encouraging younger players to stay with their relevant age group and make friends there. Parents can often be insistent on moving up as they may think their child is too big or skilled for their own age group. Long experience in the Club tells us this is not the case. Once this rule is applied consistently eventually everyone accepts it. Long-term, it is in the best interests of the child to play at the appropriate age grade.
- *One of the children in our group is constantly messing and disrupting the training session. Can I tell him/her not to bother coming down?*
  - The Club's policy is that anyone who wants to play and train can. However, there has to be commitment on both sides to make this work. Depending on the age of the child it may be appropriate to talk to them directly or with their parent/guardian to explain how their behaviour is causing issues for mentors and other players. Any discussion should be carried out in a positive way, allowing the player/parent to express any issues or difficulties they are having. If this does not work it may be necessary to refer the matter to the lead mentor of the group or the coordinator to bring about a resolution.
- *Who pays the referee?*
  - Mentors pay the referee on the day and then claim back from the Club, usually once or twice a year. Claim forms are distributed by coordinators who must also sign off on them before submission to the assistant treasurer. Only fees for official fixtures are covered. Fees for challenge games must be covered by the team.

## Skills Assessments

Skills assessments are a vital aid to mentors in devising training programmes and are recommended at the start of all CCC1 seasons. Advice on these can be obtained from the Director of Coaching or your co-ordinator.

## Club Policy on Playing Within Age

Ballinteer St. Johns is not a 'win at all costs club'. We would rather have a large number of happy juvenile players, playing to the best of their ability than a few elite teams who win all around them.

The issue of "playing up" whether from a lower division team, or from a younger age group, and the matter of players "not getting their game" causes more debate at juvenile level than any other matter.

It is impossible to adjudicate in advance of specific games and circumstances. We have attempted to provide guidelines here, which mentors should adhere to, and which can be openly explained to players and parents.

1. County Board rules take precedence, and mentors must be familiar with the rules and regulations surrounding playing up. At present boy's games do not restrict playing up or playing down, but fair play is expected. Girls' panels are submitted early in the playing year, and the general rule is that if a player plays up within their age group more than a given number of times, they are not permitted to return to their original team.
2. Mentors make their team selections based on many reasons including: The recent form of players, attendance and punctuality at training sessions, the fitness of a player who may be suffering or recovering from a recent or ongoing injury or illness. Mentors are expected to make their selections with due consideration for every player on their panel, and players and parents are expected to respect these decisions.
3. The following is the policy ratified by the Executive Committee regarding juvenile players playing within their own age groups:
  - a. Juveniles shall play for the team appropriate to their age
  - b. Juveniles may play on a team above the appropriate aged team provided that: - the manager of the appropriate age group has given consent - juveniles of the higher age are not being deprived of sport

- c. CCC2 (Boys U13-U16) and Girls2 (Girls U13-U16): Where a mentor, including a minor mentor, wishes to bring players from a younger age group up to an older team s/he must seek the express permission of the relevant CCC2 or Girls1 Coordinator to do so.
4. Considering the size of our juvenile section and the wealth of experience amongst our mentors, we aim to have a team in Division 1 at every relevant age level (usually from Under 13), and at least a second team within the same age group.
5. From Under 13 upwards, where we have the luxury of more than one team at a given age group, the “A” team will be defined as playing “competitively” (see Guiding Principles).

Whilst mentors should endeavour to give all panellists playing time in every game, occasionally this is not feasible.

Players on an “A” panel are deemed to accept that they may not participate in every game.

Players may request to transfer to a lower grade.

It is accepted that for girls it is not a simple matter of transferring to a lower graded team, and application must be made to the relevant county board.

For these reason, it is vital that players and parents are fully aware of the commitment and risks associated with participating on an “A” panel.

6. In the case of challenge matches and Féile (festivals) all players should enjoy playing time.
7. Occasionally groups may struggle to field a full second or third team because of the numbers within their group; and by deciding to go with lesser teams a panel might be so generously sized that it will severely limit playing time. In such cases consideration should be given to setting up an additional panel consisting of some players from the younger age group, and with the consent of mentors from that group. Mentors of the lower age group should use this opportunity to rotate players willing and able to play up.
8. In special circumstances the juvenile committee may agree to merge age groups where numbers dictate that greater playing time will be enjoyed if two or more age groups play together. No precedent will be set, and the grouping will be reviewed on an ongoing basis and at the end of that playing year.

## Guiding Principles

CCC2 Guiding Principles (to be applied to CCC1 also, where applicable)

The following statement underpins the Ballinteer St. Johns Juvenile Section Vision and sets the guiding principles for dealing with matters that arise within the U13-U16 boys’ area.

The appointment of a Football and Hurling co-ordinator for each age group to work with Team managers is crucial to the club CCC2 structure to ensure cohesion and communication within age groups and between both codes.

The co-ordinator’s role encompasses:

- ensuring the appropriate movement of players between panels,
- communicating with parents on the movement of players between panels,
- using a system for reviewing the development of all players in the age group,
- acting as a sounding board for managers on the development of players,
- sourcing and bringing outside expertise to assist managers,
- resolving any issues / tensions within the age group with the support of their CCC2 Co-ordinator
- managing interactions between Hurling and Football.

Our “A” teams should be comprised of the strongest players within their age group so as to challenge for trophies in their competitions.

Ideally the club will appoint an experienced set of lead mentors to the Under 13, 14, 15, and 16 "A" teams. It is important to give our juveniles players playing "A" team football and hurling the opportunity to hear a new voice and experience different coaching styles as they move into the CCC2 structure. It is recommended that these mentors will take an "A" team for two years and then move on. This will mean that "A" players will have two different sets of lead mentors between U13 and U16.

Coaching support needs to be available to the "B" and "C" mentors from older juvenile players, minors and/or adult players for all the reasons stated above. i.e. to ensure that players hear more than one voice and experience different coaching styles.

Ideally panels should train together and training should be structured in such a way as to not alienate weaker players.

From U13 level, Ballinteer St. Johns teams need to be graded into appropriate Divisions so that teams are competitive within that Division. Competitive does not mean winning the Division but that the team is not incurring regular heavy defeats. To achieve the appropriate grading at U13 level requires planning at U11 and U12 level, so that the B team in particular is not placed in a Division that is too high for their capability. As a guideline, it is recommended that B teams are placed no higher than Division 4 at U13 level.

There is appropriate movement of players between panels so as to reward and motivate players who are improving their skills and to demonstrate that panels are not fixed. This transmits an important message that players represent the Club and not a particular team in their age group. The Football & Hurling co-ordinator play a crucial role here.

The following is a suggested system for dividing players into 4 different grades / categories and then managing the movement of players across 3 panels in a given year.

"A" players: These are the strongest players in the age group who should not play for B or C teams.

"A/B" players: This category of player may move between A and B panels.

"B/C" Players: This category of player may move between B and C panels.

"C" players: This category of players should only play with the C panel until a point where their skills reach a "B/C" standard.

The allocation of players into the above different grades should not be fixed and should recognise that children have different rates of athletic, social, maturity and skill development. It is recommended that such a review is carried out twice a year.

The above system needs to be applied within the constraints of County Board CCC2 rules around U14 Féile, U15 championship and U16 championship.

Despite being placed in the lowest Division of the leagues, our "C" teams can experience regular heavy defeats at that level which can be demoralising for players and ultimately affect the retention of players. To mitigate against this risk, it is recommended that C panels are allocated a sufficient core of "B/C" players to be competitive, albeit that this may weaken the B team.

Attendance at training and matches should be monitored. Recognition should be taken of attendance and commitment at training when selecting players for matches.

Core strength and conditioning programmes aimed at all players would be very beneficial for their development. There is a case to be made that such a programme may be more beneficial for B/C players who need to improve their fundamental movement and basic co-ordination.

## Girls2 Guiding Principles (to be applied to Girls1 also, where applicable)

The following statement underpins the Ballinteer St. Johns Juvenile Section Vision and sets the guiding principles for dealing with matters that arise within the U13-U16 girls' area.

The girls section differs from the boys section in that it operates under a number of sets of rules. Whilst they adopt the general policies and guidelines of the GAA, they must adhere to the separate rules and regulations of the Dublin Ladies Football County Board and the Dublin Camogie County Board.

The appointment of a Ladies Football and Camogie co-ordinator for each age group to work with Team managers is crucial to the club Girls2 structure to ensure cohesion and communication within age groups and between both codes. The co-ordinator's role encompasses:

- ensuring the appropriate movement of players between panels,
- communicating with parents on the movement of players between panels,
- using a system for reviewing the development of all players in the age group,
- acting as a sounding board for managers on the development of players,
- sourcing and bringing outside expertise to assist managers,
- resolving any issues / tensions within the age group with the support of their Girls2 Co-ordinator
- managing interactions between Ladies Football and Camogie.

Our "A" teams should be comprised of the strongest players within their age group so as to challenge for trophies in their competitions.

Ideally the club will appoint an experienced set of lead mentors to the Under 13, 14, 15, and 16 "A" teams. It is important to give our juveniles players playing "A" team Ladies Football and Camogie the opportunity to hear a new voice and experience different coaching styles as they move into the Girls2 structure. It is recommended that these mentors will take an "A" team for two years and then move on. This will mean that "A" players will have two different sets of lead mentors between U13 and U16.

Coaching support needs to be available to the "B" and "C" mentors from older juvenile players, minors and/or adult players for all the reasons stated above. i.e. to ensure that players hear more than one voice and experience different coaching styles.

Ideally panels should train together and training should be structured in such a way as to not alienate weaker players.

From U13 level, Ballinteer St. Johns teams are graded into appropriate Divisions so that teams are competitive within that Division. Competitive does not mean winning the Division but that the team is not incurring regular heavy defeats. To achieve the appropriate grading at U13 level requires planning at U11 and U12 level, so that the B team in particular is not placed in a Division that is too high for their capability. As a guideline, it is recommended that B teams are placed no higher than Division 3 or 4 at U13 level.

Unlike the boys, girls are assigned to teams at the beginning of the year, and there is very limited opportunity to re-grade players. This is explained in the Grading section earlier in this document.

For these reasons mentors must ensure that teams are fully reviewed at the beginning of the year, and that players, and indeed parents, are fully aware of the commitment required at "A" team level, and the limitations on movement between panels.

Ballinteer St. Johns believes that players should feel that they represent the Club and not a particular team in their age group. By arranging challenge matches mentors can give players the opportunity to "move" between panels so as to reward and motivate players who are improving their skills.

The allocation of players into the above different grades should not be fixed and should recognise that children have different rates of athletic, social, maturity and skill development. It is recommended that such a review is carried out twice a year, even if players cannot be re-graded at that time.

The above system needs to be applied within the constraints of the County Boards' rules around Leagues, Championships and Féile.

Attendance at training and matches should be monitored. Recognition should be taken of attendance and commitment at training when selecting players for matches.

Core strength and conditioning programmes aimed at all players would be very beneficial for their development. The club is currently reviewing this area and intends to implement a new policy soon.

## Section 4

### Pitches and Facilities

Given the number of teams which the Club fields across football, hurling, camogie and ladies football at juvenile and adult levels and the number of pitches at our disposal, Ballinteer St. Johns has among the lowest pitch to team ratio in Dublin. In many ways this is a great position to be in and we are rightly the envy of many other clubs due to the fantastic number of players at our disposal. However, the heavy demand on our Club pitches is enormous. You are expected to understand this. Any abuse in any form of those responsible for the difficult task of allocating pitches and resources will not be tolerated.

### Marlay Park

is our main pitch and five fields are available, two adult and three juvenile pitches. Equipment is stored adjacent to the clubhouse. Changing facilities are available in the clubhouse

### BCS - AWP

is full adult sized championship standard 133 x 80m. For training purposes the pitch is divided into two or sometimes three sections. Mobile goals are in the cages at the side of the main pitch, sandbags are available to secure the goals rather than clamps/pegs. A smaller AWP is available to the north of the main AWP, where the allstars and some of the younger groups train and coaching courses take place. Changing rooms in Broadford may be used. Equipment is stored in the brick building in the north east corner of the main pitch and toilets are available here.

### Broadford Park

belongs to the council and the Club's use of this pitch is contingent on the council deeming them playable. Changing room and toilet facilities are available in Aras na nOg and equipment stored in the dressing rooms and the container. The portable lights for this pitch are stored in Aras na nOg. You **must** have attended training before using the lights. For training contact Darren Hedden or Enda Nolan.

### Loreto Park

pitch belongs to the council and again the Club's use of this pitch is contingent on the council deeming them playable. Changing room facilities are available in Aras na nOg and equipment stored at the side of the boxing club. No toilets are available.

### Good Shepherd National School

pitch belongs to the School and again the Club's use of this pitch is entirely at the discretion of the School's Board of Management. Changing room and toilet facilities are not available in and equipment is stored at the side of the school building. No toilets are available.

## Fixtures and Pitch Bookings

All booking and enquiries regarding bookings for matches and training slots must be sent to the group coordinator.

## Training Schedules

General principles used when allocating training slots

Ballinteer St. Johns has many teams but a limited number of training slots. This makes the assignment of training slots a difficult process so compromise is needed to ensure that each age group gets a slot. Therefore it is important that each age group understands the general principles used when allocating training slots.

1. The allocation of training slots is done by the Juvenile Games coordinators.
2. Older age groups take priority in the assignment of training slots.
3. Training slots are assigned to age groups not individual A, B or C teams.
4. Younger age groups are preferentially allocated earlier slots.
5. Groups sharing a slot are expected to alternate between the new and old pitches unless one group is significantly larger than the other. (25 or fewer players should use the old All Weather)
6. Please check the club website for County Board Fixtures which take precedence over training.
7. Please maximise the time available for training on the All Weather by using the dressing rooms for changing and storage of gear. Door combinations are available from co-ordinator.

## All Weather Pitch Care

Under no circumstances should metal studs / metal blades be worn on the all-weather pitches. Teams are not to warm up on the main pitch before using All Weather pitches.

Ground sharing arrangements between BCS and Ballinteer St. Johns

## Concussion

### Take no risks, when concussion is suspected, think of the 4 Rs

- REMOVE from play, regardless of wishes of player or parents
- Players should REST physically and cognitively
- RECOMMEND to player and parent to seek medical opinion, if any loss of consciousness, go straight to an emergency department, avoid minor injury/private medical clinics.
- RTP use return to play protocol

**ALL CONCUSSIONS MUST BE REPORTED TO THE CLUB SECRETARY :  
Secretary.BallinteerStJohns.Dublin@gaa.ie**

## Team Management Structures

Each team should appoint three positions for GAA teams and four for LGFA and Camogie Association teams.

1. Lead Mentor/Head Coach
2. Team Administrator/Co-Ordinator
3. Team Finance and Fundraising Officer
4. Female Liaison Officer

It is strongly recommended that separate individuals are appointed to each role. It is compulsory that lead mentor and team administrator are filled by two different individuals. In exceptional circumstances either lead mentor or Administrator could take on one of the other two roles. No individual may occupy three roles.

The role of Female Liaison Officer (FLO) is mandatory. No team will be allowed to take part in games without one.

## Duties of Team Administrator/Co-Ordinator

**Role description:** Each team should appoint one or team administrator/co-ordinators to allow the lead mentor(s) space to focus on excellence in coaching.

**Reports to:** Code/Age group Co-ordinator

**Accountable to:** Club Executive

### General Responsibilities:

- Administration of team players and mentors
- Ensuring everyone has adequate notice of games, sessions and activities
- Compliance with relevant data and communication policies

### Practical Responsibilities:

#### Training and Matches

- Administrator for team ClubZap page
- Maintain list of mentors
- Assist new team members/parents in getting set up on ClubZap
- Returning results to club PRO or county board with Lead Mentor.
- Take Roll Call
- Maintain timekeeping between drills and move players between stations.
- Organise travel +/- accommodation for any team trips or outings, liaise with parents for same.

## Duties of Lead Mentor

**Role description:** Each team should appoint one or more lead mentor to act as overall co-ordinator(s) for the group's activities in that given year and to be the point of contact between the team and the club.

**Reports to:** Code/Age group Co-ordinator

**Accountable to:** Club Executive

### General Responsibilities:



- Set out a training plan for the year, in line with principles set down by Director of Coaching and Player Development, available on club website.
- At CCC1 level to organise skills assessments on an annual basis appropriate to the player's and team's stage of development.
- Be point of contact for relevant board and mentors from other clubs (Dublin GAA/LGFA/Camogie Association).
- Liaise with relevant co-ordinator for training and match pitch slots.
- Welcome new players to the club and be the point of contact for parent enquiries for current or prospective players

### **Practical Responsibilities:**

#### Training and Matches

- Liaise with pitch and referee co-ordinators to ensure a pitch is available and a referee arranged. Should either venue or time change, to update the referee.
- Complete matchday checklist
- Pick teams or delegate same to another mentor or selector.
- Organise for pitches to be arranged for games, marked/lined and goals erected, dismantled and stowed.
- Follow-up with mentors on coaching courses, safeguarding
- Returning results to club PRO or county board with Team Administrator/Co-Ordinator
- Organise sporting component for any team trips or outings.

### Duties of Female Liaison Officer

**Role description:** Each team should appoint one or more female liaison officers to act as a key link between management team, mentors, players and club executive.

**Reports to:** *Club Children's Officer (children)/Code Co-ordinator (adults)*

**Accountable to:** *Club Executive*

### **General Responsibilities:**

- Female presence on the management team, ideally not a selector/coach and be neutral
- Liaison person between players and management team/mentors and club structures
- Ensure training and training methods are appropriate for females and target age group
- Ensure club Code of Conduct is adhered to for coaches/mentors, players and parents, travel permission forms, parental consent forms
- Act as an advisory resource for players

- Organise logistics where required
- Monitor drop out from team and report any unusual trends to children's officer or code co-ordinator

**Practical Responsibilities:**

Training and Matches

- Ensure toilets are available, supervise toilet trips/first aid
- Ensure no jewellery and all girls have gum shield/helmet
- Be present in the dressing room and be the last to leave
- Keep an eye on belongings and ensure any left behind are collected
- It would be a good idea to have a supply of appropriate hygiene products.
- Distribute jerseys for matches
- Wear orange bibs
- Ensure no jewellery and all girls have gum shields
- Take team photo before/after the game
- Keep note of scores and scorers (if possible)
- Collect and count jerseys
- Ensure first aid kit is returned
- Wait until all the girls are picked up.

## Duties of Finance/Fundraising Officer

**Role description:** Each team should appoint one or more female liaison officers to act as a key link between management team, mentors, players and club executive.

**Reports to:** *Club Treasurer/Assistant Treasurer*

**Accountable to:** *Club Executive*

**General Responsibilities:**

- Ensure good financial governance of teams

- Co-ordinate fundraising efforts in line with club policies

#### **Practical Responsibilities:**

- Familiarise themselves with club policies on finance and sponsorship
- Arrange fundraising events, look for sponsorship
- Lodge any funds raised with treasurer
- Maintain simple income and expenditure accounts for teams, as directed by Treasurer and file at end of year.
- Keep receipts and look for best value in spending
- Ensure funds raised are used for sporting purposes.

## Team Communications at Ballinteer St Johns

### **Introduction**

With over 3,800 members and 165 teams across all age groups and codes, there is a lot of news & stories to share about our teams and our Club. It is very important that teams and Juvenile & adult sections are promoting their teams and sections and creating communications to share across our channels. A flow of content from across the teams and other Club activities is vital to ensure we continue to engage with our members and our community. It will support our club's ambitions to continue to grow, to attract new members and potential club sponsors.

For our teams, this can be photos / collage and a few words about a blitz / Go Games / Team Day to the promotion of Semi Finals & Finals. In addition there are many club activities and initiatives to be promoted, including clubhouse events, fundraisers, Camps, Family Fun Day, Mini All Irelands, Lotto, Bingo and more throughout the year. We have many committees across the Club and it is important that we have regular updates about the great work that they do and also that we promote their key initiatives and activities. While the approach will remain fluid, coordination and communication within those responsible for communications will ensure that the flow of communications is appropriate and ensure that big news stories / events / initiatives are planned and spaced out as much as possible.

For 2023, we are introducing new structures to help support our Communications across all aspects of the Club. This is to ensure that we have a sustainable approach to Club Communications.

This document is intended to outline an approach to enable teams and sections to work together to help generate team and section communications. It is a new approach and we will adapt & tweak as we go as we find a good balance to the type, frequency and amount of team communications being created.

### **Communications Co-Ordinators:**

Communications Co-Ordinators will be responsible for ensuring that each section is providing regular updates about their teams and other initiatives within the section that they are responsible for.

Key responsibilities include:

- Ensuring that each age group (All Stars & nursery - u16) and team (minor to adult) has a Communications Liaison person
- Ensuring that the section for which they are responsible is providing regular news about their teams. They will work with the Team Communications Liaisons in their section to plan / schedule an update from a particular team or teams each week or they can do a group communication / summary of their section for the week. This will be a fluid approach, and working with the PRO and other communications coordinators we can review how each section and the teams are doing and provide support as needed
- Work with Team Communications Liaisons and other Communications Coordinators to plan / spread out team communications (there may not be a need for an update from each team / each week as an example or this could be packaged as one post ( a weekly round up) about our u8-u12 girls with photos of their go games)
- Updating fixtures for their section in ClubZap each week and for adult and minor teams ensure that results are updated in ClubZap (access to ClubZap will be provided to make these updates)
- MINOR / ADULT TEAMS - Creating posts (working off a template that can be easily updated each week) for weekly match fixtures for Minor and Adult Teams eg Minor FB Fixtures this week, Adult Hurling Fixtures this week
- U13-U16 GIRLS / CCC" BOYS - Creating posts (working off a template that can be easily updated each week) for weekly match fixtures for Go Games & u13-16 girls / CCC2 Boys - eg this is a Football week, League Competition, for our u13 - u16 girls, check out ClubZap for all the fixtures. It's a Camogie Go Game week - best of luck to all our girls, check out ClubZap for latest fixtures etc
- Requesting and encouraging match updates & reports & photos for teams u13 & above and posting to ClubZap
- Notifying the PRO of any upcoming Semi Finals, Finals, Tournaments or other key activities/initiatives that may require planning ahead / a series of communications to help promote the activity/event
- Creates/Designs communication posts for Social Media, ClubZap & Website or assigns this role to another individual or works with Communications Liaisons to help with this. The PRO uses canva to create posts and it is very user friendly with templates that can be edited / copied and reused.
- Sending communications to the PRO to post to our communications channels.
- PRO & Communications Co-ordinators will work together to create communications / generate ideas to promote their section based news on a monthly / quarterly basis - e.g. 2023 season begins for our u13 - u16 teams, GO Games begin for our CCC1 Boys, Nursery returns etc.
- Co-ordinators will also work with the PRO & other club Exec and committees to help support and promote the circulation of Club News directly to teams via ClubZap.

We will have the following Communication Coordinators

- 1) All Stars
- 2) Nursery
- 3) CCC1 Boys
- 4) U8-u12 Girls
- 5) CCC2 Boys
- 6) U13 - u16 Girls
- 7) Minor Ladies Football & Camogie
- 8) Minor Mens Football & Hurling
- 9) Adult Mens Football
- 10) Adult Hurling
- 11) Adult Ladies Football
- 12) Adult Camogie

#### **Team Communication Liaison:**

Each age group / team must appoint someone who will manage team communications and ensure that their team is providing regular team news and that they are being regularly promoted. They will work with the team mentors & others in the team management set up to identify and create team news stories.

Key responsibilities include:

- Identifying team news updates - matches / team days / tournaments / blitzes / fundraisers etc
- Creating & designing communication updates / posts / news / match reports / photo collages / match fixture posts for their teams. PRO & Communication Coordinators will work with each section to discuss and agree what communications for each section could look like - e.g. for our younger teams it could simply be a collage about a blitz at u8 and for our adult teams it would include match fixture posts, results and match reports. It will vary across the teams and sections and working together we will come up with an approach and we will do our best to promote our teams and sections. We will keep it fluid and adapt as we go!
- Liaises with Communications Co-Ordinator and other Communications Liaisons within their section to coordinate communications for section and discuss ideas to enhance / promote their teams and section.
- There will be a requirement at times to create / design posts to promote match fixtures / other activities. The PRO uses Canva to create posts - it is easy to use with templates that can be reused / edited. If anyone has graphic design skills or can identify anyone who can help, that would be brilliant!

- Provides their team fixtures to their Communications Coordinator for ClubZap each week, and for adult and minor teams ensure that results are provided to the Communications Coordinator and updated in ClubZap (access to ClubZap will be provided to make these updates)
- Liaises with team mentors to schedule and plan a parent social evening / event in the clubhouse each year
- Liaises with team mentors and Team Finance / Fundraising Rep to help promote any team fundraising activities
- Liaises with team mentors to help promote any team building activities
- Team Communications Liaisons will work with the Co-ordinators to help support and promote the circulation of Club News directly to teams via ClubZap.

### **Working together**

Communications Groups by Section:

We will have the following Communication Groups:

All Stars (to include Equality Disability & Inclusion initiatives / news)

Nursery

CCC1 Boys

U8-u12 Girls

CCC2 Boys

U13 - u16 Girls

Minor Ladies Football & Camogie

Minor Mens Football & Hurling

Adult Mens Football

Adult Hurling

Adult Ladies Football

Adult Camogie

Each Section will create a Communications Group comprising the Team Communication Liaisons led by the Communications Co-ordinator. They should meet (virtually or face to face) and chat regularly about their individual team communications over the coming week / weeks / month and to chat about how to better promote their section. They will work together on ideas and communications templates, what's working / not, and plan ahead for future events such as big games/ events that need extra support. They will work together to plan / spread out team communications (there may not be a need for an update from each team / each week as an example or this could be packaged as one post about our u8-u12 girls with photos of their go games).

### **Overall Coordination:**

There will be Three Coordination Groups to ensure balanced and planned (as much as is possible) communications across the codes.

**1) Nursery - u12 Coordinators Group**

**2) u13 - u16 Coordinators Group**

**3) MInor - Adult Coordinators Group**

These groups will work with the PRO to ensure that each section and teams are providing team news and updates. Coordinators will advise PRO of what team or section comms to expect for the week ahead. They will also highlight any big events / initiatives that may require additional support. Coordinators will work together to share ideas and help each other so that our communications engine is providing content to support our communications channels.