



JUVENILE GAMES
COMMITTEE



LUCAN SARSFIELDS

GAA CLUB 1886

MENTORS MANUAL

Mentor Manual – A simple guide to get
you on your way

NA SÁIRSÉALAIGH
LEAMHCÁIN



CLUB EXECUTIVE



LUCAN SARSFIELDS

What our Club wants! Within the Lucan community, Lucan Sarsfields has a role beyond that of a sporting organisation. It performs a critical role in fostering social cohesion. The community-building aspect was cited by many as an admirable core value of our Club and one which distinguishes us from other sports clubs in our community. The participatory nature of Lucan Sarsfields and the way it encourages a sense of volunteering and civic engagement was seen by many as an important attribute of our Club. Our Club must continue to play a central role in the Lucan community.

The Members – Want a Club that offers them a safe, vibrant environment for them and their children to participate in sport. They want a Club that allows their families to socialize together. Our members understand the importance of teamwork and of imbuing their children with an appreciation of working in teams. Our membership want more pitches, more training facilities, more social events and a Club that treats all of its members fairly.

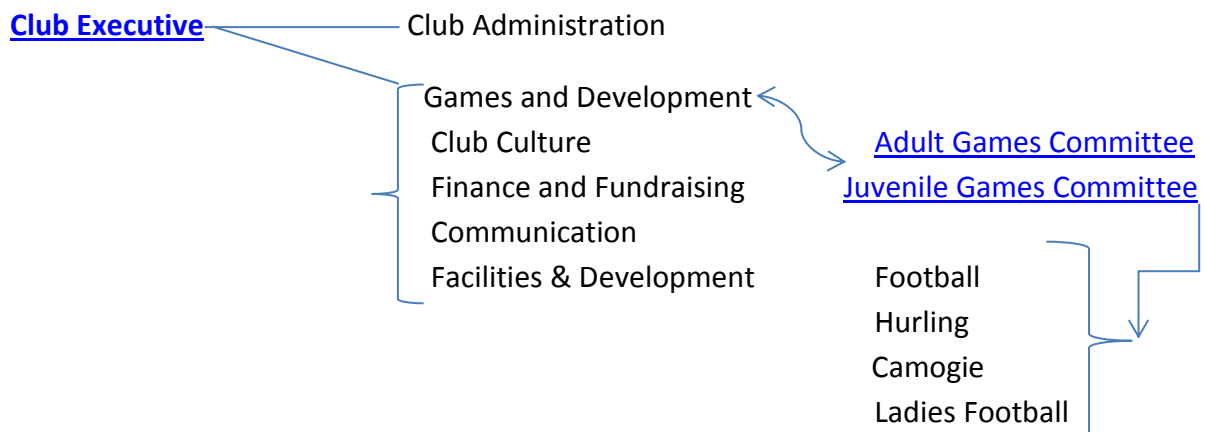
The Executive – Endorse the needs of all stakeholders. They want to build a Club that creates an environment that allows our players to develop to their full potential and bring greater playing success to our Club. They want to instil a culture of learning in our coaching staff and to develop the support facilities that will help our club flourish in the future

All mentors, old and new, are asked to familiarise themselves with the club policy documents particularly the CODE OF BEST PRACTICE. The following document will try to summarise all the different issues and point you in the right direction to ensure you can carry out your duties to ensure the club and your team functions at its best and the aims and aspirations of the club are fulfilled.

Club Budget

Currently it takes approx. €400,000 to run the club each year, we aim to raise half of this from membership fees and the remainder from other sources including sponsorship and fund raising. We ask that all teams are cognisant of this and request parents to volunteer with the main fundraising activities of the Juvenile section – Juvenile Disco, Family Fun Day, St. Patrick Day parade.

Club Structures





Key Guidelines for Managers

1. Membership

All mentors **MUST** be full members (not just social membership) of the club. Membership opens from January each year and to ensure a smooth running of the club we would ask all members to pay as soon as possible each year. You can pay online at [here](#)

All parents are strongly encouraged to become members and can receive social membership when they register a Juvenile/Academy player. Easy pay option of 6 monthly instalments also available when registering online.

Any issues or queries can be directed to the [Club Registrar](#) – in 2018 Billy Egan 0879573340 ALL players have to be registered and again these details can be checked with the Registrar. Players who are not registered are NOT INSURED to train or to play. ALL Juvenile players **MUST** register by February 28th at the latest. This rule will be strictly enforced. The Registrar is a particularly onerous voluntary position in the early part of the year and needs your full support on this matter.

2. Garda Vetting

If you are a new mentor on a team then you **MUST** complete a Garda Vetting application. If you were previously vetted by another sport unfortunately this is not transferrable and a new vetting application should be completed. It is now an offence to work with any child up to age of 18 without Garda Vetting, once obtained, it lasts for 5 years – the onus is on person to be aware of expiry date. GAA vetting is done online and can be accessed [here](#).

N.B Parental consent form needs to be completed for juveniles wishing to be vetted from the ages 16 - 18 – the club expects all juveniles working with teams or summer camps to be vetted. Further information can be found on the [Mentor Downloads](#) page on our website. Any questions, contact the Club's Children's Officer (2018 Colette Condon, 0863799270).

3. Child Protection

The Club has produced one overarching document on Child Protection Guidelines. It illustrated why many requirements such as Garda Vetting are required. The Child Protection Guidelines are available for download in the MENTORS downloads section and [here](#).

MENTORS SHOULD NEVER BE ALONE IN A DRESSING ROOM OR A CAR WITH A CHILD

4. Games

Lucan Sarsfields aims to promote our games across all codes and team mentors, are expected to support and facilitate players who wish to participate in all applicable codes. The allegiance of juvenile players should firstly be to their own year group. Children can only progress from the Academy with their own age group. All team managers and mentors are expected to act in a spirit of co-operation with other mentors in relation to player issues. The overall interests of the Club and the long term welfare of the player should take priority over individual team goals. Every effort should be made to give all players a run during a game as otherwise they may not continue to turn up. Remember it is not all about winning. In particular the 'Go Games' (U-8s to U-12s) ethos across all codes is to promote maximum





participation by all, as opposed to a focus on winning. As new mentors are assigned to teams emerging from the Academy, support should be provided from the Juvenile Games Committee and Director of Code. Mentors should engage through the Juvenile Games Committee meeting which is held every second Thursday at 9pm and through the code meetings. Mentors should also try to liaise with the next highest team on aspects and issues encountered while running Juvenile teams.

5. Fundraising

As previously mentioned running a club like Lucan Sarsfields costs a huge amount of money each year. Affiliation fees have to be paid to Dublin County Board for Hurling and Gaelic Football, for dual camogie / ladies football players, two separate sets of registration fees must be paid to respective county boards. All fundraising events **MUST** be sanctioned by the club i.e. Juvenile Games Committee and/or Executive. The full Policy can be found [here](#) and outlines the **process, assistance with advertising, and usage of funds**.

We do ask that teams try organise a night for their parents and mentors in the club at least once a year. Support the Club and it can support you better.

6. Equipment

Team equipment can be ordered by completing the online [form](#). The form should be given to the Secretary of the Games Committee. Do not order equipment yourself and attempt to claim refunds through team expenses as this cannot be facilitated. This form should also be used for first aid supplies. Mentors should ensure that they have at their disposal the proper equipment to facilitate training and playing matches; e.g. footballs, pump, hurleys, sliotars, first aid kit, flags, bibs, cones, whistle (plus jerseys and list book for U13 up). The club name or some such mark should be put on sliotars/football etc to identify the clubs property and avoid confusion after matches. Respect for club equipment and property and the avoidance of waste, damage or loss of footballs, hurleys, sliotars etc. is insisted on. At the end of every season, please give equipment that is no longer suitable or required down to next age group. From U13 up, it is club policy that all players wear club socks and togs during matches and it is the responsibility of the mentors to ensure that this policy is adhered to.

Types of equipment needed for each age group is outlined in the Coaching Corner or from the Juvenile Committee or Director of Code.

7. Role Of Mentor

FAIL TO PREPARE; PREPARE TO FAIL

It is expected that Mentors;

- Plan, organise, and prepare their teams for the various competitions. This includes training and coaching the players in the skills of the games.
- To co-ordinate training and matches between in each code. It is essential that proper and regular training and coaching sessions are arranged for teams and it is easy to see that the successful teams in the club are properly organised and prepared in this regard.

Coaching Tips and Drills are covered in [the Coaching Corner](#) on the website; talk to the Director of Code and/or GPO/Juvenile Games Committee. It is expected that Managers and Coaches would attend coaching courses and ultimately attain GAA coaching qualifications.





On occasion adult players are available to assist with coaching and this can be arranged through the Director of Code. New lead mentors **MUST** provide the Child Protection Officer with a completed Team Mentor List should there be any change in the makeup of mentors. The **Team Mentor List** can be downloaded by clicking [here](#).

It takes a team to run a team. It is not just the coaches that make a team successful; you will need all sort of helpers; people should be encouraged to help in any role eg with water bottles, First Aid kit, Nets, Flags and then we would encourage them to grow in any role.

8. Fixtures

EVERYTHING IS COMPLICATED BY THE PRESENCE OF THE OTHER TEAM

Match fixtures appear on the Lucan [website](#). Mentors should ensure that their team is ready to start the match at the specified time. To facilitate this, it is advisable to assemble at the pitch up to 45mins before throw-in for home matches and to arrive in good time for away matches. Parents should be encouraged to provide transport. Each team is expected to provide an umpire at each goal and one person to supervise one sideline. Tips on use of grounds (Adamstown, AGP etc.) can be gained through the Juvenile Committee or Code. If game is fixed for home and if pitch is unplayable but opposition's pitch is playable, then the game must proceed in oppositions' grounds. Further information on these regulations can be found on the club website in the [Coaching Corner](#). In CCC2, it is the responsibility of the home team to text the correct result of the game to the Dublin County Board. This is now automated and is called the Results Text Service ([instructions](#)).

Every effort should be made to give all players a run during a game as otherwise they may not continue to turn up. Remember it is not all about winning.

9. Arranging Challenge Matches

Juvenile Games Committee and/or Code Secretary **MUST** to be notified for insurance purposes as all matches need to be notified to the County Board for insurance purposes. At least 3 days' notice must be given for matches within the county, 5 days for matches outside the county. If a country team travels to play in our club, it is right that we offer to provide them with refreshments. Tea, sandwiches, cakes etc. are normally provided by the parents of the players. If travelling to play a team outside Dublin, team managers should follow the [Away Trip Checklist](#) on the club website.

10. Referees

Co-ordinators details are available on the website and through the Juvenile Committee. The Referee's Fee is 10.00 euro from each team up to age U10, 15.00 euro from each team for U11 and 20.00 for U12 to U16. Mentors can claim for reimbursement of referee fees and should do so regularly (every month). The form can be downloaded [here](#) and it needs to be signed at the Juvenile meetings.

For CCC2 matches, please give fees to the referee with the Liosta Foirne. Sub slips are needed for when you are making substitutions during the match. Complete these as needed and give to the player going on. The player goes on when there is a break in the play and gives the sub slip directly to the referee.





11. Injuries

If a player on your team is injured during a match, you should notify the referee of the injury/incident so he can note it in his report. All injuries to be recorded and emailed to the juvenile secretary at: secretarybng.lucansarsfields.dublin@gaa.ie . All issues and queries relating to injury insurance should be directed to the juvenile secretary at the above email address. Guidelines for dealing with injuries can be found on the [website](#). Insurance Forms for each code can be found in the [mentor downloads](#) section of the website. remember to follow up with a phone call to enquire on player 's progress and to report injury to parent (if parent not present at time). **NB Claims need to be submitted within a set timeframe and if not submitted in time the claim will not be paid. This DEADLINE can be before your rehabilitation has been completed, so please ensure players submitted claims as soon as possible.**

12. Pitches and All Weather slots

The Pitch Co-Ordinator (2018 Alan Lacey) can be contacted on Lucansarsfieldspitch@gmail.com. He automatically assigns pitches for county board scheduled fixtures. If you want to use a pitch for a rescheduled/challenge match or extra training etc, please email on the Sunday prior to your match.

For training, slots are allocated at Juvenile Games Committee; those who attend when slots are allocated have a better chance of receiving the slot they request. However as the club is well aware, we are short of the required number of slots for all teams, particularly All Weather slots in the winter, and it is important that we recognise that no Lucan team exists in isolation. We are all part of a club and we ask for everyone's co-operation for this. The current schedule can be found on the [website](#).

13. Expenses

Expenses are often incurred by team mentors in running a team, and claims for **valid (see equipment) refunds** should be signed off by the juvenile secretary or chairperson before being submitted to the treasurer. However, as with all voluntary work in general and of GAA work in particular, club members (officials and players) not only give of their time but they do not demand or expect payment of minor personal expenses incurred by them in their voluntary role.

14. Communications

Weekly club notes are posted on the club's website and to make this happen PROs/Secretaries in each section require your assistance, managers are encouraged to write regular reports of matches and email it to the Code PRO/Secretary for inclusion in the update. **All team managers are required to provide a team summary for inclusion in the AGM report and again this should be submitted to the PRO/Secretary in good time, as the main Club Secretary is under severe time pressure to complete the Annual Report for the AGM**

The Club Juvenile meeting twice a month to check the progress of teams and to update mentors on developments in the Section and within the club. There is therefore a useful exchange of views among the mentors and between mentors and the Committee.

