

Valley Rovers Ladies Football Club Guide

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0.0 Club Vision & Mission:

Vision:

Valley Rovers Ladies Football Club **aspire to** be senior County Champions by 2026.

Mission:

Continue to develop coaches to a standard that will allow our players be the best that they can and to retain them playing, through different activities, to generate community spirit.

1.0 Valley Rovers Ladies Football Committee

The club holds its AGM in November or December of each year, where the committee members are elected. Each year the following roles are elected: Chairperson, Assistant Chairperson (optional), Secretary, Assistant Secretary (optional), Treasurer, Assistant Treasurer (optional), Registrar, PRO, Child Welfare Officer, Executive Representative, and West Cork & County Representatives (done on a rota basis). Contact details are available for all on the Valley Rovers website.

2.0 Club Meetings

The Valley Rovers Ladies Football club hold monthly meetings so that everyone is aware of the latest news & information. The timings of same will be notified to all members by the Club Secretary. Every team must have at least one member of their team management in attendance. Agenda items include: Club policies, Valley Rovers Executive updates, County & West Cork board updates, Child Welfare, training and match equipment, fund raising, match reports and PRO activities via Facebook and Valley Rovers website.

3.0 Child Welfare

The Valley Rovers Club Child Protection Policy, Code of Conduct & Practise has been adopted by the Ladies Football club and all members are obliged to read this document and apply the lessons therein.

All training sessions and matches must have an adult female in attendance. All team head coaches must arrange for this female presence at their sessions/games. Everyone involved in the team management must be Garda vetted. The Child Welfare Officer of the club will oversee this.

In the section on Young Players in the Child Protection Policy, an additional "Should Not", for the Ladies Football club is:

It is forbidden to bring telephones into dressing room being used by our teams. This applies to players and coaches and any other assistant involved.

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4.0 Registration

Annual registration is carried out in January or February of each year. This is held jointly with the Valley Rovers camogie club.

All players must be registered to play. Any unregistered players are not allowed to train or play games until registered. They are not covered under the injury fund if not registered.

All coaches/ trainers must also be registered (€35), as per rule 122 of the LGFA Official Guide.

Breakdown of Registration Costs to Croke Park & County Board:

	<u>12-18</u>	<u>U10</u>	<u>Adult</u>
Registration System – Servasport/Reg	€1.38	€0.79	€2.61
Cork County Ladies	€10.00	€7.00	€15.00
Munster Ladies	€6.00	€6.00	€12.00
Peil na mBan Development Fund	€1.00	€1.00	€2.00
Injury Fund	€10.00	€5.00	€25.00
LGFA	<u>€15.00</u>	<u>€5.00</u>	<u>€15.00</u>
Sub Total	€43.38	€24.79	€71.61
Affiliation Fees etc.	<u>€7.00</u>	<u>€7.00</u>	<u>€7.00</u>
Total	€50.38	€31.79	€78.61

Registration Policy: The policy of Valley Rovers Ladies football club is to only charge registration up to 3 girls in one family. Any girls above 3 in any family are not charged a registration fee. Adults from the same family need to pay registration fees.

5.0 Injury Fund

The injury fund is not an insurance scheme and is funded by the contributions of members.

Resources are therefore limited. **Players who are not registered are not covered by the Injury Fund.**

5.1 In the event of an injury:

If a player is injured during an official & supervised training session, the coach/manager must be notified and they should log the injury. If the injury occurs during an official competitive or friendly match, the ref must be notified and he logs the injury.

A Preliminary Claim form is completed if treatment is required and signed by the club secretary. The player registration number is required which can be obtained from the club registrar.

This signed form must then be sent to Marian Crowley, Secretary Cork LGFA, Dunboy, Dromree, Macroom, P12 TK22, Co. Cork within 4 weeks of the injury to be authorised and then it must reach Croke Park within 8 weeks of the injury.

Once in Croke Park a letter will be sent to the player with a claim number. The player then has 12 months from the date of the injury to submit an injury form. This must be signed by the trainer/coach/manager & club secretary and along with the treatment receipts sent to Marian Crowley. Please submit to Marian within 11 months of the injury occurring so she can send to Croke Park within the 12 month timeframe.

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If the injury treatment is completed within 4 weeks, an injury form can be completed and with attached receipts and together with a preliminary form, can be sent to Marian Crowley. DON'T DELAY PROCESSING ANY CLAIM.

All forms can be downloaded from www.ladiesgaelic.ie.

5.2 Private Treatment

If private treatment is required, then **prior approval** must be obtained from the injury Fund Coordinator, Rosemary Coyle, LGFA, Croke Park (Rosemary.Coyle@lgfa.ie)

A medical letter of referral along with a letter from the injured member seeking permission for the treatment must be sent to Rosemary for approval before treatment begins.

Please note: The VHI Clinic is a private treatment centre and if a player uses this then the fund will reimburse ONLY the A&E portion of the treatment up to €100, the same cover as the public A&E.

Any other treatment in the VHI clinic will NOT be covered unless prior approval has been obtained.

The fund will cover:

1. 90% of up to 6 sessions of physio (no prior approval required).
2. MRI scans - €295 (prior approval required).
3. Medical expense – max €5,000.
4. Dental expenses – max €3,000 (claims involving players not wearing gum shields will not be processed)
5. Loss of wages - €200/week for 20 weeks.

NOTE: Some schools have a 24 hour Allianz School Insurance for their pupils. Accidental sports injuries outside of school hours are covered under this policy.

If a player has private health insurance any claims must be made against the insurer. Any balance not covered by them can be claimed from the Allianz School Insurance. Allianz is not as restrictive on private treatment and the number of physio sessions covered by the LGFA Injury fund.

Check with your school if they have such a policy.

6.0 Mouth Guards

It is mandatory for all Ladies Gaelic football players in all age grades to wear a mouth guard in all practice sessions and games.

6.1 Key Points:

- Ladies Gaelic footballers in all age grades must wear a mouth guard.
- It is the responsibility of each individual player to use a mouth guard
- Players will be ordered off in a game for not wearing a mouth guard and will remain off the pitch until the situation is ratified
- Players will not be covered under the Injury Fund if they don't comply with the mouth guard rule
- No Mouth guard? No Game or training!

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7.0 Friendly/Challenge Matches Policy:

For all friendly or challenge matches, permission must be sought at least 24 hours in advance. A Challenge Permission Application form must be completed by both teams & their club secretaries (who have access to the form) then email the request to the Cork County Board Secretary – corksec@gmail.com, also 085 1100826 (Marian Crowley).

A referee from the Approved list has to be used for these games. Approved list of refs can be obtained from the County & West Cork boards.

8.0 Ladies Gaelic Football Information – Valley Rovers & Nationally

www.ladiesgaelic.ie is the website of the governing body of ladies football & contains all the required information on the ladies game. The Official Guide is contained here outlining all the LGFA rules and regulations. All necessary forms in relation to injury fund claims can be found here.

www.valleyrovers.ie also contains a huge amount of information regarding our ladies club but also all other club activities.

Valley Rovers Ladies Football on Facebook is the latest source of information and communication tool to be utilised by the club. All members are encouraged to utilise the facility by contacting the club secretary – valleyrovers.cork@lgfa.ie.

9.0 Referees

All referees must be selected from the approved referee list of which a copy is sent to all clubs at the start of each year.

10.0 Affiliation Fees to Cork County Board and West Cork Board

Each year the following fees apply to each club –

10.1 Cork County Board:

U12/14 & 16 - €25 for each team.
U18 & 21 - €30 for each team.
Junior (adult team) - €100 for each team.

10.2 Cork County Board Levy:

€500 paid annually to the Cork County Board.

10.3 Croke Park Levy:

€150 paid directly to Croke Park with Player Registration due by May 31st each year. This entitles each club to 6 adult All Ireland Ladies Football tickets @ €25 each, or 2 adult tickets and 20 juvenile tickets @ €5 each.

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10.4 West Cork Board

€10 per team registered for West Cork competition, excluding non-competitive teams & teams U10 down.

West Cork standing affiliation fee of €200 per annum.

11.0 Club Bereavement Policy

In the event of a bereavement of a committee member, all training & matches on the evening of the removal & burial will be postponed. On the evening of the burial, activities can resume again.

Bereavement of a committee member's parent or sibling: training & matches on the day of the removal will be postponed.

In the event of a bereavement of a parent of a player, all training & matches will be postponed until the evening after the burial.

12.0 Coaches

Teams & Coaches:

Valley Rovers ladies football club consists of the following teams: u8, u10, u12, u14, u16, minor, u21 & Adult.

All of our teams shall have a lead coach and as many peripheral coaches as are required based on numbers on the team. From u8 to u12, it is recommended to have one coach for every 5 players. For teams above this age group it is recommended to have at least three coaches involved in each team.

Coaches Community of Practise:

A community of practise for coaches is in place whereby a coordinating/facilitator coach meets with the lead coach of each team to discuss what is going well and what can be improved. They will meet regularly to discuss progress in relation to coaching and equipment and any other aspect of developing a community which drives the club forward from a coaching perspective of all our players.

13.0 Code of Conduct

All Coaches, Mentors and Trainers (referred to hereafter as Coaches) in Valley Rovers Ladies Football Club should ensure that all our players benefit significantly from our games by providing a positive, healthy and encouraging environment for all. In developing the skill levels of every player you should always encourage enjoyment, fun and participation in our activities. Coaches should always remember that they are role models for the players in their care.

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Coaches:

All coaches will behave in a positive, respectful & calm manner in all their dealings once they represent the Valley Rovers ladies football club.

They will not shout or scream at any individual be it, player, fellow coach, parent, referee or anybody involved in the ladies games either at training or games.

It is expected that referees will be treated with respect by our coaches and that in the event of a conflict with a ref; it is done so by following the ethos of respect and the protocol available to the club as described by the governing board.

There can be no threatening or verbal abuse of referees no matter what the circumstance. Any coach behaving in such a manner will face disciplinary action from the club.

All coaches are empowered to tackle any instances of such behaviour that they witness to call the person to order.

Maintaining a player centred approach:

- Respect the rights, dignity and worth of every person and treat each one equally regardless of age, gender, ability, ethnic origin, cultural background or religion.
- Be positive during coaching sessions, games and other activities so that participants always leave with a sense of achievement and an increased level of self-esteem.
- Recognise the development needs and capacity of all young players, regardless of their ability, by emphasising participation for all while avoiding excessive training and competition. Skills development and personal satisfaction should have priority over competition.
- Develop an understanding of relevant coaching methods and ensure that you have the appropriate level of coaching accreditation.
- **Not to equate losing with failure and do not develop a preoccupation with medals and trophies. The level of improvement made by young players is the best indicator of effective coaching. Coaches should lead by example**
- Avoid smoking while working with young players.
- Do not consume alcohol or non-prescribed drugs immediately prior to or while young players are in your care.
- Never use foul language or gestures to a player, opponent or match official.
- Only enter the field of play with the referee's permission and do not question a referee's decisions or integrity.
- Encourage players to respect and accept the judgement of match officials.
- Promote Fair Play.

Conduct of Coaches when working with young people.

- Don't shout at or lecture players or reprimand/ridicule them when they make a mistake. Children learn best through trial and error. Children should not be afraid to risk error, as this is how they improve and learn.
- Never use any form of corporal punishment or physical force.

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- Avoid incidents of horse play or telling jokes etc that could be misinterpreted.
- Ensure that all physical contact is appropriate and has the permission or understanding of the young person.
- Never undertake any form of therapy – hypnosis etc, in the training of children.
- Develop an appropriate working relationship with children based on mutual trust and respect.
- Challenge bullying in any form whether physical or emotional. Bullying is not acceptable behaviour be it from a young person, mentor, parent or guardian.

Avoid compromising your role as a Coach

- Avoid a situation where you are alone in a car or dressing room with a player.
- Avoid taking coaching sessions on your own.
- Avoid spending excessive amounts of time alone with a player or away from others.
- Avoid taking young players to your home.

Best practice

- Ensure that all players are suitably and safely attired to play their chosen sport.
- Keep a record of attendance at training and at games by both players and coaches.
- Be punctual and properly attired.
- Rotate the method used for selecting teams so that the same children are not always selected to the exclusion of others.
- Set realistic - **challenging** achievable performance goals.
- Encourage parents/guardians to play an active role in organising and assisting various activities for your teams and your club.
- Use mobile phones, if deemed appropriate, only via a group texts system for communicating with the parents/guardians of players and receive such permission at the commencement of each season.
- Do not communicate individually by text with under age players.
- Keep a record of each injury and action taken. Ensure that another official referee/team mentor is present when a player is being attended to and can corroborate the relevant details.
- Ensure that all dressing rooms and the general areas that are occupied by your players and other club personnel, prior to, during or immediately following the completion of any match are kept clean and are not damaged in any way.

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- If it is necessary to transport a child/young person in your car, ensure that they are seated in a rear seat with seat belts securely fastened.
- Make adequate provision for First Aid services.
- Do not encourage or permit players to play while injured.

Players:

All players will also behave in a respectful manner towards all their coaches and fellow players while playing with the club. Behaviour other than that described will be acting against the club ethos of respect and will be dealt with by the relevant coaches and the club executive if required.

Valley Rovers Ladies Football Club will have a 'sign-up' procedure, whereby players agree to abide by the Code of Behaviour and to any other relevant policies and codes within the GAA. By signing this document they agree to its contents and will behave accordingly.

PLAYERS should be entitled to:

- **Be safe and feel safe.**
- **Have FUN and experience a sense of enjoyment and fulfilment.**
- **Be treated with respect, dignity and sensitivity.**
- **Comment and make suggestions in a constructive manner.**
- **Be afforded appropriate confidentiality.**
- **Participate in games and competitions at a level at which they feel comfortable.**
- **Be listened to.**
- **Make their concerns known and have them dealt with in an appropriate manner.**
- **Be protected from abuse.**

PLAYERS should always:

- Play fairly, do their best and enjoy themselves.
- Respect fellow team members regardless of ability, ethnic origin, cultural background or religion.
- Support fellow team members whether they do well or not so well.
- Represent their team, our club and their family with pride and dignity.
- Respect all coaches, mentors, officials and their opponents.
- Be gracious in defeat and modest in victory.
- Shake hands before and after the game irrespective of the result.

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- Inform their coach/mentor/manager when they are unavailable for training and games.
- Talk to the Club Children's Officer with any concerns or questions they may have.
- Adhere to acceptable standards of behaviour and our Club's Code of Discipline.
- Tell somebody if they or others have been harmed in any way.
- Take due care of club equipment.

PLAYERS should not:

- Cheat – always play by the rules.
- Shout at or argue with an official, team mates or opponents or use violence.
- Use unfair or bullying tactics to gain advantage or isolate other players.
- Spread rumours.
- Tell lies about adults or other young people.
- Play or train if they feel unwell or are injured.
- Use unacceptable language or racial and/or sectarian references.

PARENTS/GUARDIANS of players in the Club

Parents/Guardians have an influential role to play in assisting and encouraging their children to adopt a positive attitude and in encouraging them to maintain an involvement in sport. They should always be a good role model for their children.

Parents/Guardians should encourage their child to:

- Play by the rules.
- Improve their skills levels.
- Appreciate everybody on their team, regardless of ability.
- Maintain a balanced and healthy lifestyle with regard to exercise, food, rest and play. Seek advice if necessary from club officials on this issue.

Parents/Guardians should lead by example:

- Respect officials' decisions and encourage children to do likewise.
- Do not exert undue pressure on your child.
- Never admonish your own child or any other child for their standard of play.
- Be realistic in their expectations.
- Show approval for effort, not just results.
- Never embarrass a child or use sarcastic remarks towards a player.
- Applaud good play from all teams.
- Don't criticise playing performances. Identify how improvements may be made.
- Do not seek to unfairly affect a game or player.
- Do not enter the field of play or play area unless invited to do so by an official in charge.

Parents/Guardians should:

- Complete & return the registration/permission & medical consent forms for their participation in the club.
- Inform the mentors of any change in their medical or dietary requirements prior to coaching sessions, games or other activities.
- Ensure that their child punctually attends coaching sessions/games or other activities.
- Provide their child with proper clothing and equipment.
- Ensure that the nutrition/hydration and hygiene needs of their child are met.
- Avoid asking a child or young person, 'How much did you score today or what did you win by or what did you lose by.' Ask them 'did they enjoy themselves'.
- Listen to what young people have to say.
- Show approval whether the team win, lose or draw a game.
- Never attempt to meet their own needs and aspirations for success and achievement through their children's participation in games.

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Parents/Guardians should assist their club by:

- Showing appreciation to volunteers, mentors and club officials.
- Attending training and games on a regular basis and events as requested.
- Respect the rights, dignity and worth of every person and treat each one equally regardless of age, gender, ability, ethnic origin, cultural background or religion.

Parents/Guardians have the right to:

- Know their child is safe and to make a complaint if they believe that their child's safety is in any way compromised.
- Be informed if their child gets injured.

Complaints Procedures and Club Discipline Disciplinary Procedures

Misconduct by players, coaches or anybody associated with Valley Rovers Ladies Football club will result in a warning issued by a coach, selector or club official. If this misconduct is repeated, minor sanctions, such as a time out from a training session will be invoked. If the misconduct continues, in the case of a player, the parents will be informed or the coach/mentor may request a parent/guardian to collect the player from training or play. This action is appropriate where a player has continued to offend, does not respond to the instructions of the coach, has wilfully damaged club property or property of visiting clubs or teams or where the player has brought the team or club into disrepute during training sessions, match or other organised events. Examples of such serious behaviour are: striking another player/officer of club, using repeated bad language, bullying or refusal to abide by the Clubs Code of Behaviour. Also inappropriate use of a mobile phone (i.e. taking inappropriate pictures in a dressing room or anywhere else) will be considered a serious offence by Valley Rovers Ladies Football Club. Where a serious problem has occurred the coach may refer the incident to the Club Children's Officer who will review all matters and may decide to meet the parents/guardians with the coach to try to resolve the difficulties. Where the problem is not resolved the sanctions outlined below may be imposed.

- Issue warning as to future behaviour
- Suspension from training and/or matches.
- Suspension from club teams
- Suspension from club
- Expulsion from club

Stage 1 (informal complaint)

Valley Rovers Ladies Football Club will endeavour to deal with all informal/verbal complaints as soon as possible. A complaint may be made to the Clubs Children's Officer, Designated Person or a member of the Committee. All complaints will be noted and kept on file. The clubs first course of action will be to encourage the complainant to speak directly to the person they have an issue with in a calm and non-aggressive manner. If the issue cannot be resolved then a member of the committee or the Children's Officer (if deemed appropriate) may mediate to try to resolve the issue. If there are numerous complaints about a club member/coach/parent/player etc, the club may bring the matter to the Disciplinary Committee to resolve it.

Stage 2 (formal complaint)

If the complaint cannot be resolved at the first stage (informally) then the complaint must be put in writing and given to the Clubs Children's Officer or a member of the Club Committee. The complaint will be forwarded to the Disciplinary Committee to resolve the problem.

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Disciplinary Committee

The Disciplinary Committee will be made up of the Clubs Committee, Children's Officer, Designated Person and the Clubs Head Coach. If the complaint is about any of the above mentioned people then that person cannot be part of the Disciplinary Committee.

1. The complaint shall be responded to in writing within 2 weeks.
2. If the complaint involves suspected abuse then the Procedure for Reporting Allegation of Child Abuse shall be implemented.
3. The Disciplinary Committee shall hold a meeting to discuss the complaint.
4. The Disciplinary Committee shall inform the person whom the complaint is being made against in writing. They may provide a response either verbally (at a meeting with disciplinary committee) or in writing. They may be accompanied by a friend or colleague.
5. All process will be clearly and accurately recorded at every stage. All information from the process written or verbal will be kept confidential.

When dealing with a complaint it is important to be clear about:

- The particular incident of concern
- Any previous incidents taken into account
- Any remedial action to be taken, e.g. an apology
- Any new behaviour expected
- What will happen if the arrangements agreed are not adhered to?

Following its deliberations the disciplinary committee may issue any of the following sanctions as it deems necessary:

- Issue warning as to future behaviour
- Suspension from training and/or matches.
- Suspension from club
- Expulsion from club.

Appeals Procedure

A finding of the disciplinary committee may be appealed to an Appeal Committee made up of the coaches not involved in the disciplinary committee.

14.0 Playing Policy

U8/10 Age Group

Training will consist of 1 session per week. Emphasis on skill development/small sided games. Players should be encouraged to play in all positions. Games can be organised by the division, the club, other club's in blitz format with max 10 a side. Emphasis for this age group is on fun and participation.

U11/12 Age Group – First Competitive Stage

Depending on numbers, there will be 2 teams entered into the division leagues. In the A league, all u12s will get at least half a match on this team and some u11s may be required to help with numbers. In the second team, (generally a C graded team in the division) this league will be made up

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of all u11s. When knockout stage arrives, the best team will play (u11s or u12s). All predicated on training attendance.

U13/14 Age Group

There will be 2 teams based on U11/12 model, described above. Also, some u14s may be needed for u16s panel, depending on numbers at this older age group.

U16 Age Group

There is generally only 1 team at u16 level. All u15 & u16s will get to play at least half a match in league matches. In knockout competition the best team will play, again predicated by training attendance. U14s will be made available to u16s when needed, especially during summer months when u14 league is usually over. In any knockout or competitive games the best team will play including u14s, if required. Every girl will put their own age group as their number one priority.

U18 Age Group

The u17 & u18s will play in all league matches with needed and better u16s. In any competitive games the best team including u16s will be played. Priority from u16 girls will be given to their own team first.

U21 Age Group

As this is usually competitive championship (there is no league) the best team will play from the following age groups - u16, u18 & u21, with every effort being made to play all over 18s as much as possible.

Junior Age Group

League – Usually play all girls u16 – Junior, but giving as much game time to the older adult junior girls, when possible. In the knockout stages of the league the best team, picked on merit will be played. In the championship, the best team will be played but every effort will be made to play all girls during league section of the championship, where possible. When we reach the knockout stages the best team will be played. A second team will be entered in 13 a side competition to ensure all girls over 18 get game time & matches.

Allowance will always be made for work, illness, exams, camogie and girls training & playing with Cork teams in ladies football, as well as any other sporting activity they may participate in.

All girls will play with their own age group first before playing with any age group over and above their own. Girls required to play with older teams, need their coaches to agree to this and to collaborate to arrange games to avoid clashes.