

Donacarney Celtic Football Club

Coaches Handbook & Club Guidelines

May 2011



Mission Statement

Our mission is to ensure that we provide a fun sporting outlet for the children within our club. We will up-skill our Coaches to develop the players to enable them to play to the best of their potential.

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Our Expectations

What Donacarney Celtic expect from our Coaches?

Donacarney Celtic Football Club's Code of Conduct for the Coach and Team Manager is based on The F.A.I. Code of Conduct (which forms the benchmark for all involved in coaching).

The following is taken from the F.A.I. Code of Good Practice:

Coaches are key to the establishment of ethics in football. Their concept of ethics and their attitude directly affects the behaviour of players under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct.

Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

It is natural that winning constitutes a basic concern for coaches. This code is not intended to conflict with that. However, the code calls for coaches to dissociate themselves from a "win-at-all-costs" attitude.

Increased responsibility is requested from coaches involved in coaching young people. The health, safety, welfare and moral education of young people are a first priority, before the achievement or the reputation of the club, school, coach or parent."

1. Coaches / Team Managers must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Coaches / Team Managers must place the well-being and safety of each player above other considerations including the development of performance.
3. Coaches / Team Managers must adhere to all guidelines laid down by the SFAI.
4. Coaches / Team Managers must develop an appropriate working relationship with each player based upon mutual trust and respect.
5. Coaches/Team Manager must ensure that subs are collected on a weekly basis and submitted to nominated person.
6. Coaches / Team Managers must not exert undue influence to obtain personal benefit or reward.
7. Coaches / Team Managers must encourage and guide players to accept responsibility for their own behaviour and performance.
8. Coaches / Team Managers must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of their players.
9. Coaches / Team Managers should, at the outset, clarify with players (and their parents/guardians) exactly what is expected of them and also what they are entitled to expect from their coach/team manager.
10. Coaches / Team Managers must always promote the positive aspects of the sport (e.g. fair play) to players, parents/Guardians and spectators alike.
11. Coaches / Team Managers must not use or tolerate foul or abusive language to match officials, players or spectators.
12. Coaches / Team Managers must never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or of relevant rules and regulations or the use of prohibited substances or techniques.

13. Coaches / Team Managers must consistently display high standards of behaviour and appearance (i.e. wear the club branded sportswear to training/matches) and be a role model for players, parents/Guardians and spectators.

14. Coaches/ Team Managers must work towards self development through the FAI coach education pathway

15. Tournament entries for both national and foreign competitions should be brought to the attention of the Club Secretary and Committee before any entries or bookings are made.

16. Consultation should be entered into with the Club Secretary before any changes are made to any fixtures.

17. Help when asked by officials & thank officials and other volunteers who conduct the event.

18. Please text your results to the League Secretary immediately after each game, at 087 2276238.

19. Attendance at meetings is compulsory. At least one manager/coach or representative from each team MUST attend.

Donacarney Celtic expectation Code of Conduct for our Players

1. Play because **you** enjoy football, not to please your parents/Guardians or coach.
2. Players must respect the rights, dignity and worth of each and every person and treat all equally within the context of the sport.
3. Players must adhere to all guidelines laid down by the Constitution and the Code of Conduct of the Club and the rules of the SFAI.
4. Players must develop an appropriate working relationship with the coach based on mutual trust and respect.
5. Players should, at the outset, clarify with the coach (and, where appropriate, their parents) exactly what is expected of them and also what they are entitled to expect from other players.
6. Players must accept responsibility for their own behaviour and performance.
7. Donacarney Celtic Football Club expects fair play at all times.
8. Shake hands with match officials and opponents after the game (whatever the result).
9. Do not use foul or abusive language towards officials, opponents or supporters.
10. Do not become involved in disputes with officials, opponents or supporters.
11. As persons responsible for the well-being of young people it is inappropriate to smoke in their presence at any time.
12. Let the referee handle incidents in the game. Do not retaliate against opponents.
13. Do not applaud sending's-off or the errors of opponents.
14. Treat the changing rooms and facilities of all Clubs, including your own, with respect.
15. Players must consistently display high standards of behaviour.

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16. Teamwork, effort and enjoyment are as important as winning. Learn to win and lose with dignity.

17. Help when asked by coaches and officials & thank coaches, officials and other volunteers who conduct the event.

Donacarne Celtic expectations Code of Conduct for Parents/Guardians

1. Parents/Guardians must appreciate that their children's involvement in playing football should be primarily for his/her own personal enjoyment.

2. Parents/Guardians must respect the rights, dignity and worth of each and every person and treat equally within the context of the sport. Praise positive aspects of play and avoid becoming frustrated or ridiculing young players by focussing on their failings.

3. Parents/Guardians must adhere to all guidelines laid down by the Constitution and the Code of Conduct of the Club and the rules of the SFAI.

4. Parents/Guardians must place the well being and safety of each player above all other considerations.

5. Parents/Guardians must develop an appropriate supportive relationship with both the coach and their child based on mutual trust and respect.

6. Parents/Guardians should, at the outset and where appropriate, seek clarification with the manager and players, of exactly what is expected of them and also what they are entitled to expect from the coach and the player.

7. Avoid coaching the child during the game.

8. Parents/Guardians must emphasise the importance of striving to win, not winning itself and Praise effort and performance more than results.

9. Parents/Guardians must not exert undue influence to obtain personal benefit or reward.

10. Parents/Guardians must encourage and guide players to accept responsibility for their own behaviour and performance.

11. Do not become involved in disputes with officials, opponents or supporters.

12. Do not use foul or abusive language towards officials, coaches or fellow members opponents or supporters

13. As persons responsible for the well-being of young people it is inappropriate to smoke in their presence at any time.

14. Let the referee handle incidents in the game.

15. Do not applaud sending's-off or the errors of opponents.

16. Treat the changing rooms and facilities of all Clubs, including your own, with respect.

17. Parents/Guardians must consistently display high standards of behaviour.

18. Parents/Guardians must not use physical violence or threaten anyone.

19. Recognise the value and importance of coaches who are all volunteers. They give their time and resources, for free, to provide football for your child

20. Help when asked by coaches and officials.

21. Thank coaches, officials and other volunteers who conduct the event.

22. Parents/guardian is expected to be in attendance at training sessions and matches and if not available then a contact number must be given.

Guidelines for Managers & Coaches

Managers and coaches in children's sport should strive to create a positive environment for the players in their care. They have an overall responsibility to take the steps necessary to ensure that positive and healthy experiences are provided.

Donacarne Celtic Football Club Managers and Coaches should:

- Be competent and qualified, i.e. attend, complete and pass FAI coach education pathway
- Be positive, enthusiastic and cheerful
- Reinforce the principals of fair play
- Give feedback in a constructive and encouraging manner, e.g. highlight what the player did well and what could be done to improve
- Encourage a healthy lifestyle
- Involve parents/guardians as much as possible
- Recognize that they themselves are human and will not get it right all the time.

1. Managers and coaches are expected to wear official club gear at all games and training sessions and to portray an image of health, cleanliness and functional efficiency.

2. As persons responsible for the well-being of young people it is inappropriate to smoke in their presence at any time.

3. Managers and coaches are given a position of trust by the club when appointed to coach and manage the clubs' team on its behalf - and in doing so should act and behave in the best interests of the club and team at all times.

4. Managers and coaches are also given a position of trust by the parents and players and therefore are expected to show the highest standards of behaviour whilst in their company.

5. Managers and coaches should at all times strive to develop an appropriate working relationship with all club members based on a common goal of trust and respect.

6. Tournament entries for both national and foreign competitions should be brought to the attention of the Club Secretary and Committee before any entries or bookings are made.

7. Consultation should be entered into with the Club Secretary before any changes are made to any fixtures.

8. As the club aspires to implement positive football throughout all teams, managers and coaches should at all times co-operate fully with this objective. Should any manager or coach encounter any difficulties, the problems should be addressed immediately through dialogue with the Club's Floating Coaches and should be resolved to the benefit of everyone as soon as possible. The names and contact details of floating coaches can be retrieved from the Donacarne Celtic website, www.donacarneceltic.com

9. Lengthy team talks have not proven to be any more effective than a ten minute talk before and after a game as a young players attention and concentration span has been shown to be not more than seven minutes.

10. Players should be kept under control at all times, at all venues, at games or training and they must be shown how to respect equipment and facilities that may be made available for their use.

11. Communication between all our club managers and coaches is desirable and mutually beneficial but this communication is especially important between managers and coaches at their own age group, especially in pre-season. Be sensitive to the feelings of parents and players when allocating players to specific teams, and do so with the utmost respect for both.

12. Please have respect for Referees and Match Officials as without them there would be no games.

13. Please text your results to the League Secretary immediately after each game, at 087 2276238.

14. Sometimes situations and challenges become clearer when we look at them in a different way - so communication and dialogue is the key and feedback is essential as it enables us to gauge the success or otherwise of any particular undertaking.

15. Attendance at meetings is compulsory. At least one manager/coach or representative from each team MUST attend.

Training Sessions

1. It is the managers and coaches responsibility to supervise all aspects of training sessions.

2. While using facilities, all players should be under the control of the managers and coaches at all times.

3. Any ideas and help regarding sessions should be sought (if required) from the club's floating coaches. These names and contact details can be retrieved from the Donacarne Celtic website, www.donacarneyceltic.com

4. Coaching courses will take place during the season, details will be posted to coaches by email. A calendar of coaching events can be viewed at www.fai.ie.

5. Managers and coaches expect promptness from all players. Any non attendance or lateness of a player must be communicated immediately to the manager and coach.

6. Players should wear the proper attire at all time and for the appropriate weather conditions, i.e. boots, astro runners, shin guards, shorts, wind-sheeter, hat, gloves etc.

7. The club is aspiring to kit all players with official club gear for training/pre match. Therefore all players must wear official club gear when representing the club, at training, matches or trips.

Weekly Activities

1. Check your fixture emails weekly. Contact the relevant fixture secretary if there are any problems.

2. Players should wear club gear (polo shirts, sweatshirts, track suit) on match days. Designated training gear must be worn at all training sessions. This creates a good impression and promotes a sense of teamwork.

3. On match days all players must wear the full club gear, specifically white shorts and white socks. Team jerseys will be supplied on these days by team managers and coaches. A well kitted out team presents a good image of themselves and the club.

4. Jerseys should be collected and washed after each game. This ensures they do not go missing. Club jerseys should not be worn for training sessions. All managers and coaches are responsible for the washing of their team kit.

5. All results of official fixtures must be texted to the league secretary at following number 087 2276238, by 5pm Sunday at the latest, after each game. This also applies if the fixture was not completed for any reason.

6. Under league rules any player sent off must serve a one match ban. Any player sent off may also be required to appear before a league disciplinary committee. If this should happen, the player must be accompanied by their manager or coach and a parent or guardian. The club could also decide to take disciplinary action should it be deemed appropriate.

7. Relevant Club paperwork must be completed.

Subscriptions

It is compulsory to adhere to the clubs process in terms of the collection and submission of club registration and subscriptions.

Registration will be determined by the Management Committee on an annual basis.

It is vital that subscriptions are collected each week and returned to the Treasurer or Assistant Treasurer on a regular basis.

First Aid

Every manager and coach should carry a first aid kit to all matches and training sessions and make every effort to equip themselves with basic First Aid skills. The club will assist if possible.

Pitch & Goalpost Safety

On match days it is the responsibility of each manager and coach to make sure the pitch is clean and clear of any dangerous objects, such as, glass, cans, needles, syringes, stones, etc. It is also the responsibility of each manager and coach to clean up any dog faeces that may be on the pitch. Dog faeces is potentially dangerous to the eyesight of any player that may be unfortunate enough to come in contact with it. The club suggests that each manager and coach carry nappy sacks in their kit bag to aide in this process.

All managers and coaches must check the safety of goalposts, i.e. check they are positioned and stabilised correctly. All goalposts must be correctly pegged into the ground. Managers and coaches of small-sided games, i.e. 7-a-side and 9-a-side, must put out and stabilise correctly, the small goalposts. The managers and coaches of the first small sided game on match days must put out and stabilise correctly the goalposts. These goalposts must then be put back into the container by the manager and coach of the last small sided game. Nets must also be checked before and after every match. For further safety tips on goalposts, please go to the following link: http://www.fai.ie/index.php?option=com_content&view=article&id=100035&Itemid=290

Equipment

All equipment such as footballs, bibs, cones, jerseys etc. will be supplied by the club at the start of the season, and is the responsibility of managers and coaches thereafter. Water bottles should be the responsibility of each individual player on every team.

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Any unused equipment must be returned to kit coordinator. All football kit will be bought centrally through the club committee. From time to time it will be necessary for the club to procure new items, such as gear or equipment. Payment for such items must be by Donacarne Celtic FC cheque only. Cheques will only be issued on receipt of invoice by club treasurer. This allows full transparency for club accounts.

It is seen as best practice in the business world to involve at least two people in the procurement process. Therefore, the club will be implementing this practice.

Fundraising

Due to the continued effort of the club committee to get our pitches up and running, we will be in fundraising mode for the foreseeable future. Therefore, it is vital that we have the cooperation of each and every manager and coach within the club in these efforts.

From time to time managers and coaches will be requested to help with distributing raffle or event tickets etc. Fundraising is a vital part of our clubs survival. Details of all fundraising activities must have prior approval of the club committee.

We must ensure that individual fundraising does not interfere with official club fundraising.

Team Trips

1. Any managers or coaches who wish to take their team away on a trip must have a letter of intent lodged with the club.
2. Details of all fundraising for team trips must have prior approval of the club. We must ensure that individual fundraising does not interfere with official club fundraising.
3. Under no circumstances should any fundraising be undertaken to provide spending money for players or officials.
4. All monies raised for trips must be passed to the club treasurer after each fundraising event, to be held in a separate account. The major expenses must be paid with Donacarne Celtic cheques.

Trials

It is the clubs policy to hold open trials on an annual basis. These trials will be introduced to all teams playing or, about to start playing eleven a side football. The purpose of these trials is to assess and allocate players to a team based on their ability, strengths and stage of development. Thus, maximising each players playing time and maintaining the clubs ethos of football for fun.

Before trials commence all managers and coaches must commit to the trials process and understand that the club, firstly has a responsibility to existing players within the club and that these players must be accommodated within a team.

Trials dates and times will be determined by the club committee in conjunction with each manager and coach. Trials for the most part will be held in the month of July. This will allow managers and coaches make decisions early, and also give them time to coach new players allocated to the teams. This will also help in the process of making new players more comfortable with new team mates and managers and coaches.

Trials will be held on a strict timetable and will be advertised in an effort to attract new players.

When holding trials, there must not be any coaching from managers or coaches. Players from each age group must be assessed on an individual basis within an eleven-a-side game. Therefore, each player must be played in their strongest position or their perceived strongest position. Players should then be assessed on:

- *Touch and control*
- *Positional sense*
- *Speed and agility*
- *Strength*
- *Decision making*
- *Attendance and attitude*

Players must be assessed within the trials by the assigned managers and coaches and also a neutral coach.

When trials dates are finalised, each manager and coach must:

1. Attend trials and co-operate with the other managers and coaches within their age group.
2. Make a record of the potential players for their teams.
3. It is important to make early decisions as to the composition of your squad. Please keep the other managers and coaches in your allocated age group aware of your plans, as you may need their assistance later in the season.
4. Sign up players as soon as possible. Forms are available from the club secretary. Completed forms should be returned to the club secretary in order to finalise a list of registered players. Do not return forms to the league.
5. Please be aware that a managers and coaches decisions may have a serious impact on the hopes and aspirations of players. Be sensitive to their feelings. If possible make their parents aware of any changes.
6. It is recommended that eleven-a-side teams should work with a panel of approximately 16 players, but no more than 18, seven-a-side teams should work with a panel of 10, and 9-a-side with a panel of 12 players.
7. Jerseys, balls and training equipment will be provided by the club.
8. If you have any football problems please contact a member of the football committee.

Back-up Players

Some managers and coaches may feel it necessary to sign backup players to their squad. If so it is the responsibility of each individual manager and coach to do so. Each manager and coach must also be aware that back-up players cannot be signed from the same age group that their team is playing in, i.e. players playing within the same age group but not the same team, are not eligible. Back-up players must be from an age group below or and age above, but qualifying by date of birth. Each manager and coach should not use back-up players instead of their own players unless to fill a similar position in the absence of one of their own players, hence maintaining a balance to the team.

When signing back-up players each manager and coach must follow the following procedure:

1. Contact the relevant manager and coach to request permission for the use of one or more of their players as back-up for your team.
2. That manager or coach must then contact the parents or guardian to request approval of the player(s) required for back-up.
3. If the parents or guardian gives approval, contact of the player(s) is then permitted.
4. Do not under any circumstances approach a player for back-up purposes before the above procedure is carried out.

Club Constitution

1. Name

The name of the Club shall be Donacarney Celtic Football Club.

2. Offices

• The offices of the club shall be the home address of the Secretary, or such address as nominated by the Secretary to the management committee.

3. Objects

• The objects for which the club is formed are; to promote, foster and develop the game of Association Football for all our members. No action or other activity should undermine this primary objective. This should take place within an ethos of fair play, best effort in a safe environment

4. Trustees

• The property of the club shall be vested in the trustees. A minimum of two and a maximum of five members of the club shall be elected at the AGM to act as trustees for the following year, or until the next AGM.

5. Membership

- There shall be three categories of membership:
 - Junior, under eighteen years of age.
 - Associate, i.e., managers, assistant managers, coaches and voluntary workers as defined by the Management Committee from time to time.
 - Adult, i.e., the parents or legal guardians of junior members.

6. Officers

• The officers of the club shall be the Chairperson, the Secretary, and the Treasurer. The officers shall be elected annually at the AGM, and shall serve for one year or until the next AGM.

7. The Management Committee

- The management and control of the club shall be vested in the Management Committee who shall exercise powers and carry out all such objects of the club as defined by this constitution. They shall also have the power to deal with such matters as are not expressly provided for by this constitution.
- The Management Committee may appoint and remove bankers, solicitors, agents, officials and servants and confer on them respectively such powers, as they see fit.
- The Management Committee shall consist of the officers of the club and 8 members. The members shall be elected at the AGM. The Management Committee, including the officers shall serve for a term of one year, or until the next AGM.
- Any member of the Management Committee missing three or more meetings without reason or explanation shall be deemed to have resigned.

• In the event of the death or resignation of a member of the Management Committee, the consequent vacancy may be filled by the cooption of a member of the club.

• No member of the Management Committee shall be appointed to any salaried position of the club, or any such office paid by fees, or non grant remuneration or benefit in money or in kind shall be given to any member of the Management Committee, except replacement of out of pocket receipts expenses, with prior permission from the club treasurer.

• The Management Committee shall meet at a place and time of its determination but at least six times during the financial year. The quorum for such meetings shall be 6 members of the committee. If a meeting is called and there are insufficient members present to form a quorum, the meeting shall be postponed and reconvened seven days later at the same time and place. At this meeting a reduced quorum of 5 members shall apply.

• All questions shall be decided by a vote of the members attending the Management Committee meeting.

• The Secretary/Chairperson/appointed person or member shall keep minutes of all meetings of the Management Committee and shall submit to the meeting, the minutes of the previous meeting.

8. Football Sub Committee

- There shall be a permanent sub committee, which shall be responsible for organising all matters relating to football activities
- This Committee shall set short, medium and long term goals for the development of football and players in Donacarney Celtic Football Club, within the ethos of our code of ethics, for all to see. These can be viewed on our website at; www.donacarneyceltic.com.
- The Committee shall set up rules and guidelines, which will be consistent with the Constitution, our code of ethics, guidelines for coaches and managers, and communicate them to the members. Our code of ethics and Guidelines for coaches and managers can be viewed on our website at: www.donacarneyceltic.com.

9. Other Sub Committees

- The Management Committee shall have the power to appoint other such sub committees as it may consider necessary and may delegate such powers appropriate for that sub committee.
- The Management Committee will have the power to recede the authority of any such sub committees as it may see fit.
- Only members of the club will be eligible to serve on sub committees. Only a serving member of the Management Committee may act as Chairperson of a sub committee.

10. Annual General Meeting

- An Annual General meeting of the club shall be held in March of each year. In exceptional circumstances the Management Committee may defer the meeting for a period of not more than 28 days.
- Only members who are registered with the club are eligible to vote at the AGM. The quorum for the AGM is 20 registered members. Those entitled to vote at the AGM are as follows; Adult and Associate members.
- Notice of the AGM shall be sent to the members at least 14 days prior to such meeting, together with the agenda.

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- The business of the AGM shall be to :
 - Receive and consider the reports of the Management Committee and the Football Committee for the year ended September of the previous year.
 - Receive and consider the annual accounts for the year ended the previous December.
 - Consider any other items included in the agenda.
 - Consider any motion proposed by a member qualified to vote at the AGM and seconded by another qualified member, including nominations of members to the Management Committee. Such motions containing the signature of the proposer and seconder must be submitted in writing to the Secretary at least 7 days prior to the AGM. This will include
 - Elect the officers of the Club for the following year.
 - Elect 8 other members to serve on the Management Committee for the following year, or as the committee proposes for time to time at such AGM's.
 - Elect at least two and not more than five to act as trustees for the following year and AGM minuted.
 - The Committee may nominate an Honorary President to act as Patron for the following year.
- Nominations for the positions as officers and committee members must be proposed and seconded by attendees at the AGM .Where there is more than one candidate for a position voting shall be by a show of hands and the candidate with the highest number of votes shall be deemed elected.

- During the election of officers, the outgoing officers must stand down and a member from the floor who is not a candidate for any of the officer posts shall chair the meeting.
- The minutes of the meeting shall be taken by the Secretary and presented to the following years AGM.

11. Extraordinary General Meeting

- An extraordinary General Meeting of the Club may be called by the Management Committee, or at the request in writing to the Secretary of at least one third of members outlining the nature of the business to be brought before the meeting.
- Notice of the EGM should be sent to members at least 14 days beforehand, specifying the nature of the business before the meeting, and including the time, date and place of the EGM. The only business which can be transacted at the EGM is that outlined in the notice, or pertaining to it.
- Only members entitled to vote at an AGM are entitled to vote at an EGM, and the quorum should be twenty such members.

12. Rules of Membership

- The Management Committee shall have the power to accept or reject any application for membership.
- There shall be a membership fee, the level of which is set by the Management Committee from time to time, after consultation with the Football Committee. Membership fees are due at close of registration each year prior to the season commencement.
- Managers must not register any player who did not pay in full the Annual fee for the preceding season unless:
 1. the annual fee for the current season is paid in full before being registered and all back moneys owed to the club have been paid, or
 2. an alternative arrangement has been agreed by the committee.

- Only members of the Club or volunteers approved by the Management Committee can play or manage / coach Donacarney Celtic teams at any level.

- The Management Committee may, by a resolution of two thirds of those present at any Management Committee meeting, remove from membership of the Club any member whose continued membership is in their opinion not in the best interests of the club .Before any such removal can take place the person in question has the right to appear before the Committee and must receive notice of the meeting at least 14 days in advance.

- With regard to any suspicions or allegations of child abuse you are required to notify the club's child welfare officer or secretary immediately. [contact details of the current child welfare officer and secretary are posted on the clubs website]

- The club operates a non-discrimination policy. All managers and team officials shall treat all participants equally within the context of their activity, regardless of their sex, colour, ethnic origin, religion or political or other persuasion.

The Management Committee may at their discretion and subject to such conditions as they see fit to apply, may re-admit to membership any person whose membership has been previously terminated. All or any complaints must be directed to the Club's, Child Welfare Officer or Secretary. For the clubs complaints, disciplinary and appeals procedure/process please see our website at www.donacarneyceltic.com.

13. Income / Property

- The income and property of the Club, however derived, shall be applied solely towards the promotion of the objects of the Club and no part thereof shall be transferred directly or indirectly by way of dividend, bonus, or otherwise by way of profit to any member of the club.

14. Financial Year

- The financial year of the Club shall be from 1 January to 31 December, and all books of the Club shall be closed and accounts made up to this date.

15. Accounts

- The different Committees of the Club shall keep proper and sufficient accounts of all funds, contributions, receipts and expenditures so that the true financial position of the Club is clear at all times from these accounts, and these accounts be available for inspection, given reasonable notice, to the management committee.
- Currently the monies of the Club are held in a Bank Account in the name of Donacarney Celtic, with Bank of Ireland, Drogheda. This may change depending on committee.
- Any change to the Bank Mandate must be approved at an AGM or EGM.
- The Treasurer shall ensure that financial reports from the different committees are presented to the Management Committee on a quarterly basis.
- All cheques drawn on the Bank Account must be signed by at least two designated people as are agreed from time to time. The Treasurer shall prepare the annual accounts and will present them to the AGM. These accounts will be audited externally.

Complaints Procedure

In the event that any member feels that he or she has suffered discrimination in any way, or that Donacarney Celtic Football Club's Policies, Rules or Code of Conduct have been broken, should follow the procedures below.

- They should report the matter to the Donacarney Celtic Football Club Committee member who will direct the complaint to the appropriate member. Contact details are posted on the Clubs website.

Your report should include:

- Details of what, when, and where the occurrence took place.
- Any witness statement and names.

Disciplinary Procedure

The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter is fully investigated.

Coaches/managers will be given the opportunity to respond fully to any allegations or complaints made against them. At every stage coaches/managers will have the opportunity to state their case and to be accompanied by a fellow coach/manager or other representative if they wish, at a disciplinary hearing. Written notification of such a hearing will be given at least 2 days in advance.

No disciplinary action will be taken before a proper investigation has been undertaken by the Club into the matter complained of. If appropriate, the Club may, by written notice, suspend you for a specified period while the investigation takes place. The decision to suspend you will be notified to you in the first instance by telephone and then followed up in writing by the investigation team.

If it is not practical to complete an investigation within one/two weeks then the Club reserves the right to continue your suspension until the investigation is completed.

The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter is fully investigated.

Minor faults will normally be dealt with informally but where the matter is more serious the following procedure will be used:

Stage 1 - Verbal Warning

If conduct or performance does not meet acceptable standards the manager/coach will normally be given a formal verbal warning. He or she will be advised of the reason for the warning, and that it is the first stage of the disciplinary procedure.

A note of the verbal warning will be kept on the individual's file, but this will be disregarded for disciplinary purposes after the period of 6 months subject to satisfactory conduct or performance.

Stage 2 - Written Warning

If the offence is a serious one, or if a further offence occurs, a written warning will be given to the coach/manager. This will give details of the offence, the improvement required, and the timescale. It will warn that action under Stage 3 will be considered if there is no satisfactory improvement. A copy of the written warning will be kept on the file, but will be disregarded for disciplinary purposes after the period specified on the warning subject to satisfactory conduct or performance. (9 months)

Stage 3 - Final Written Warning

If conduct or performance is still unsatisfactory, or if the misconduct is sufficiently serious to warrant this stage but not instant dismissal, a final written warning will be given to the coach/manager. This will give details of the offence, will warn that dismissal will result if there is no satisfactory improvement or a further incidence of the offence occurs during the period specified. (12 months)

Stage 4 - Dismissal

If there is no satisfactory improvement, or further misconduct of a similar nature occurs, the coach/manager will be dismissed from the club with immediate effect. In the event of a gross misconduct the committee may take a decision to move directly to dismissal.

Right of Appeal

A Coach/Manager has the right to appeal against any disciplinary action against them, by writing to the person named as the route of appeal in the confirmation of disciplinary action letter, within the time specified, (5 working days), outlining their reasons for wishing to appeal against the disciplinary action.

Grievance Procedure

If at any time a Coach/Manager is dissatisfied with any action taken by the Club or has a grievance against another Coach/Manager, they should follow the appeals procedure as set out below.

- Submit your grievance in writing to the club Secretary outlining your Grievance.
- If the matter is not resolved the Coach/Manager has the right to request an interview with the Committee, whose decision will be final.
- Where a coach/manager wishes to appeal against any disciplinary action being taken, he or she should do so in writing to the Secretary within five working days. The appeal will then be acknowledged by the Secretary and a meeting with the appropriate Coach/Manager will be arranged as soon as possible.

Club Information

First Aid

Donacarney Celtic Football Club has at least one registered First Aid individual and First Aid Kit designated for each team.

Fixtures

Fixture lists will be distributed by email each week. Amendments and postponements will be communicated via club secretary. The Club website is updated on a weekly basis with fixtures, results and league tables.

Matches

Kick-off times and dates will be advised and posted on the Club website. Details on length of matches, which is dependent upon the age group playing, are also on Club website.

Registration Forms

Player Registration Forms are available and can also be downloaded from the Club's website. One form per member is required.

Training Sessions

It is the managers and coaches responsibility to supervise all aspects of training sessions. While using facilities, all players should be under the control of the managers and coaches at all times. Any ideas and help regarding sessions should be sought (if required) from the club's floating coaches. These names and contact details can be retrieved from the Donacarne Celtic website, www.donacarneyceltic.com

Coaching courses will take place during the season; details will be posted to coaches by email. A calendar of coaching events can be viewed at www.fai.ie.

Managers and coaches expect promptness from all players. Any non attendance or lateness of a player must be communicated immediately to the manager and coach. Players should wear the proper attire at all time and for the appropriate weather conditions, i.e. boots, astro runners, shin guards, shorts, wind sheeter, hat, gloves etc. The club is aspiring to kit all players with official club gear for training/pre match. Therefore all players must wear official club gear when representing the club, at training, matches or trips.

Weekly Activities

Check your fixture emails weekly. Contact the relevant fixture secretary if there are any problems. Players should wear club gear (polo shirts, sweatshirts, track suit) on match days. Designated training gear must be worn at all training sessions. This creates a good impression and promotes a sense of teamwork. On match days all players must wear the full club gear, specifically white shorts and white socks. Team jerseys will be supplied on these days by team managers and coaches. A well kitted out team presents a good image of themselves and the club.

Jerseys should be collected and washed after each game. This ensures they do not go missing. Club jerseys should not be worn for training sessions. All managers and coaches are responsible for the washing of their team kit. All results of official fixtures must be texted to the league secretary at following number 087 2276238, by 5pm Sunday at the latest, after each game. This also applies if the fixture was not completed for any reason. Under league rules any player sent off must serve a one match ban. Any player sent off may also be required to appear before a league disciplinary committee. If this should happen, the player must be accompanied by their manager or coach and a parent or guardian. The club could also decide to take disciplinary action should it be deemed appropriate. Relevant Club paperwork must be completed.

Registration Payments/Subscriptions

Annual registration payment is required in full before commencement of the following season. It is compulsory to adhere to the clubs process in terms of the collection and submission of club registration and subscriptions. Registration will be determined by the Management Committee on an annual basis.

It is vital that subscriptions are collected each week and returned to the Treasurer or Assistant Treasurer on a regular basis. Weekly subscriptions are required for match and training days to cover the costs. Donacarne Celtic Football Club accepts cheques (made payable to Donacarne Celtic Football Club) or cash.

Sponsorship & Donations

If you would like to donate money towards the club or if you are interested in providing sponsorship please contact the Club Secretary or your team manager.

Training

Each team has its own regular weekly training session. However, please contact the players to confirm day and time as weather and school holidays may mean there are last minute changes.

Pitch & Goalpost Safety

On match days it is the responsibility of each manager and coach to make sure the pitch is clean and clear of any dangerous objects, such as, glass, cans, needles, syringes, stones, etc. It is also the responsibility of each manager and coach to clean up any dog faeces that may be on the pitch. Dog faeces are potentially dangerous to the eyesight of any player that may be unfortunate enough to come in contact with it. The club suggests that each manager and coach carry nappy sacks in their kit bag to aide in this process.

All managers and coaches must check the safety of goalposts, i.e. check they are positioned and stabilised correctly. All goalposts must be correctly pegged into the ground. Managers and coaches of small-sided games, i.e. 7-a-side and 9-a-side, must put out and stabilise correctly, the small goalposts. The managers and coaches of the first small sided game on match days must put out and stabilise correctly the goalposts. These goalposts must then be put back into the container by the manager and coach of the last small sided game. Nets must also be checked before and after every match. For further safety tips on goalposts, please go to the following link: http://www.fai.ie/index.php?option=com_content&view=article&id=100035&Itemid=290

Equipment

All equipment such as footballs, bibs, cones, jerseys etc. will be supplied by the club at the start of the season, and is the responsibility of managers and coaches thereafter. Water bottles should be the responsibility of each individual player on every team.

Any unused equipment must be returned to kit coordinator. All football kit will be bought centrally through the club committee. From time to time it will be necessary for the club to procure new items, such as gear or equipment. Payment for such items must be by Donacarne Celtic FC cheque only. Cheques will only be issued on receipt of invoice by club treasurer. This allows full transparency for club accounts.

It is seen as best practice in the business world to involve at least two people in the procurement process. Therefore, the club will be implementing this practice.

Fundraising

Due to the continued effort of the club committee to get our pitches up and running, we will be in fundraising mode for the foreseeable future. Therefore, it is vital that we have the cooperation of each and every manager and coach within the club in these efforts.

From time to time managers and coaches will be requested to help with distributing raffle or event tickets etc. Fundraising is a vital part of our clubs survival. Details of all fundraising activities must have prior approval of the club committee.

We must ensure that individual fundraising does not interfere with official club fundraising.

Team Trips

Any managers or coaches who wish to take their team away on a trip must have a letter of intent lodged with the club.

Details of all fundraising for team trips must have prior approval of the club. We must ensure that individual fundraising does not interfere with official club fundraising. Under no circumstances should any fundraising be undertaken to provide spending money for players or officials.

All monies raised for trips must be passed to the club treasurer after each fundraising event, to be held in a separate account. The major expenses must be paid with Donacarne Celtic cheques.

Trials

It is the clubs policy to hold open trials on an annual basis. These trials will be introduced to all teams playing or, about to start playing eleven a side football. The purpose of these trials is to asses and allocate players to a team based on their ability, strengths and stage of development. Thus, maximising each players playing time and maintaining the clubs ethos of football for fun.

Before trials commence all managers and coaches must commit to the trials process and understand that the club, firstly has a responsibility to existing players within the club and that these players must be accommodated within a team.

Trials dates and times will be determined by the club committee in conjunction with each manager and coach. Trials for the most part will be held in the month of July. This will allow managers and coaches make decisions early, and also give them time to coach new players allocated to the teams. This will also help in the process of making new players more comfortable with new team mates and managers and coaches.

Trials will be held on a strict timetable and will be advertised in an effort to attract new players.

Volunteers

Football belongs to and should be enjoyed by everyone, equally. Our commitment is to encourage parents/Guardians to volunteer to help in a number of ways. You should encourage Parents/Guardians interested in assisting to do so.

Acceptance & Acknowledgment form of the Coaches Handbook & Guidelines May 2011

I confirm that I have received a copy of the handbook and accept the terms and conditions as outlined in the guidelines.

Print Name:

Signed:

Date:

