



Mentors Handbook

NAOMH JUDE GAA CLUB

Contents

1. INTRODUCTION.....	1
BEING A MENTOR.....	1
<i>Vetting.....</i>	<i>1</i>
<i>Child Protection.....</i>	<i>1</i>
<i>Code of Behaviour.....</i>	<i>1</i>
<i>Coaching Qualifications.....</i>	<i>2</i>
<i>Learning.....</i>	<i>2</i>
<i>Know your Club.....</i>	<i>2</i>
2. JUVENILE GAMES STRUCTURE.....	3
JUVENILE GAMES COMMITTEE (JGC).....	3
GAMES GROUPS.....	3
3. GAA POLICIES AND GUIDELINES.....	5
CHILD PROTECTION.....	5
<i>Code of Behaviour.....</i>	<i>6</i>
<i>Maintaining Appropriate Levels of Behaviour.....</i>	<i>6</i>
<i>Contacting Underage Players.....</i>	<i>6</i>
TACKLING BULLYING.....	7
<i>Naomh Jude GAA Club Anti-Bullying Statement.....</i>	<i>7</i>
<i>Definition of Bullying.....</i>	<i>7</i>
<i>Dealing with Bullying.....</i>	<i>7</i>
VETTING.....	8
THE CHILDRENS OFFICER.....	8
CLUB DISCIPLINARY BOARD.....	9
CLUB DESIGNATED PERSON.....	9
GAA SOCIAL MEDIA POLICY AND GUIDELINES.....	9
DIVERSITY & INCLUSION.....	9
4. EXPENSES: ALLOWANCES AND PROCEDURES.....	10
ALLOWANCES.....	10
<i>Referees Fees.....</i>	<i>10</i>
<i>Tournaments.....</i>	<i>10</i>
<i>Equipment and Facilities.....</i>	<i>11</i>
<i>Social.....</i>	<i>11</i>
<i>Medical Expenses.....</i>	<i>11</i>
<i>Other Expenses.....</i>	<i>12</i>
<i>Procedures.....</i>	<i>12</i>
5. PLAYING AND TRAINING.....	14
PLAYER WELFARE.....	14
<i>Concussion Guidelines.....</i>	<i>14</i>
<i>Mouth Guards.....</i>	<i>15</i>

<i>Injury Prevention</i>	15
<i>Injury Benefit Fund</i>	15
<i>Reacting to an Injury</i>	15
AGE GROUPS AND TEAM SELECTIONS.....	16
<i>One Age Group - Two Codes</i>	16
<i>Academy Age Groups</i>	17
<i>U8-U16 Age Groups (Boys and Girls)</i>	17
<i>Team Selections</i>	18
<i>Championship</i>	21
<i>Feile Competitions</i>	22
<i>Exceptions to Playing with your Primary Age Group (Year of Birth)</i>	22
<i>Streaming</i>	23
PLAYING AND TRAINING EQUIPMENT.....	24
<i>Care and Recycling</i>	24
<i>Additional Orders</i>	25
TEAM JERSEYS.....	25
FIXTURES.....	26
REFEREES.....	26
Boys Referees.....	26
Girls Referees.....	27

6. PITCHES AND FACILITIES.....28

PITCHES AND FACILITIES COORDINATOR.....	28
<i>Pitches</i>	28
<i>Facilities</i>	31

7. APPENDIX A - COMMITTEES AND CONTACTS.....34

1. Introduction

Welcome to the Naomh Jude GAA Club Mentors Handbook. This handbook will be updated each year with new details and information relevant to any mentor involved with a Juvenile Games (underage) team with the club.

New sections will be added as required and policies, procedures and regulations will be updated if and when agreed.

The idea of this handbook is to give our club mentors a 'one stop' reference point for everything that they may need to know and / or be aware of in their role as a mentor.

Being a Mentor

Being a mentor or coach within the Juvenile section of Naomh Jude means that you have responsibilities to the club, your fellow mentors and coaches, parents and most importantly to the children that you are mentoring or coaching.

Vetting

In line with GAA and the Irish Sports Council it is a requirement that all adults (18+) and Juvenile helpers (16-18) are properly vetted before working with children (-18). Please read the section of the handbook on Vetting

Child Protection

As mentors and coaches we must complete a Child Protection course. Please speak to your lead mentor or the Children's Officer to determine if you need to complete this and make arrangements if necessary.

Code of Behaviour

When we volunteer to mentor or coach underage players we also agree to abide by the [Code of Behaviour \(Underage\)](#)

Coaching Qualifications

At Naomh Jude we ask that all our new mentors and coaches complete a Foundation Level Coaching course at the very least. We hope that this will encourage you to begin down a path of continuous improvement as a coach to our underage teams. The Coaching & Games Development committee and Club GPO will assist in securing a place on the next available course.

Read more on the [GAA Coach Education Programme](#).

Learning

We encourage our mentors and coaches to continuously learn and develop and would recommend that they refer to the [GAA Learning and Development Portal](#) for everything from coaching resources to information around injury Prevention and club administration. Relevant courses and seminars will also be periodically scheduled within the Club by The Coaching & Games Development committee and Club GPO which will be notified through the Coaches Whatsapp Group.

Know your Club

It is important that you know and understand how your club works and with that what you could do to help it to work even better. Please take the time to read through the remainder of this handbook and come back and refer to it from time to time as needed.

2. Juvenile Games Structure

The section gives a brief outline of the Juvenile Games structure in the club - a detailed document on club structures can be viewed at [this link](#).

Juvenile Games Committee (JGC)

The Juvenile Games Committee (JGC) is responsible for the administration and running of the Juvenile Games section of the club from Academy to U16 age groups.

- The JGC meets once a month as a committee and also holds 3 regular Mentors Forums throughout the year to which all mentors are expected to attend.

Games Groups

The Juvenile Games section of the club is divided into 5 games Groups as follows.

Academy | CCC1 Boys | CCC2 Boys | CCC1 Girls | CCC2 Girls

Each Games Group has a Games Group Co-Ordinator (referred to as a GGC) see Appendix A - Committees and Contacts for contact details

The Games Group structure exists to:

- Allow groups of mentors and coaches from similar games codes to be brought together more regularly to share their ideas discuss their specific needs and support each other.
- Allow for better organisation and co-ordination across our teams as they co-ordinate and directly communicate in smaller, more focused peer groups.
- Remove the need for each team to provide a representative at every Juvenile or Adult Games Committee meeting,

- It simply improves the lines of communication.

As a mentor, please know who your GGC is and contact him or her if you have any queries around pitches, equipment, expenses, keys, jerseys, club policy or any other general affairs that may arise in the running of your team. Where possible mentors and coaches should:

- Attend the Games Group Meetings that your GGC organise
- Attend any Mentors Forums that the JGC organise

Games Coordinators

In addition to the games groups the Juvenile Committee shall additionally appoint coordinators for Hurling, Football, Ladies Football and Camogie. The of the coordinators lead shall include the following:

Identify additional supports that may be require in a specific group

Share best practice of what has been done in previous years

Act as a mentor to the mentors group and give advice & direction as requested or when they deem it necessary

Liaise with Coaching committee as to any deficits or gaps in coaching that need to be addressed

Support long term strategic planning for their code in terms of player development and retention

Support long term strategic planning for their code in terms of mentor development and retention

Advise the Juvenile Games committee as to any matters that require additional support

Appointment of Mentors

The Juvenile Games committee shall formally ratify the appointment of all mentors and coaches and advise the Executive committee of same.

In the event of more than one application the officers of the Juvenile Games decision will be final.

All appointed mentors must agree to be bound by the club processes and policies in this mentors handbook.

3. GAA Policies and Guidelines

The club adheres to the policies and regulations agreed and published by the GAA and the various county boards around areas such as Child Protection, Code of Behaviour and Social Media guidelines.

Child Protection

Naomh Jude GAA Club is committed to creating and maintaining the safest possible environment for all young people who wish to participate in our Gaelic Games and activities. We will take all practicable steps to protect them from discernible forms of abuse - from harm, discrimination or degrading treatment and shall respect their rights, wishes and feelings.

We do this by:

- Recognising that all children have the right to be protected from harm.
- Ensuring that all of our coaches and volunteers are carefully recruited and selected and that they accept responsibility for ensuring the wellbeing of children in their care.
- Responding swiftly and appropriately to protect the welfare of children who participate in our games and related activities.
- Providing parents and children with the opportunity to voice any concerns that they may have.
- Appointing a Children's Officer
- Appointing a Disciplinary Board to arbitrate over serious breaches of the various codes of behaviour where necessary
- Having a Designated Person in place who will liaise with the statutory authorities as appropriate.
- Reviewing the effectiveness of our Child Protection procedures and policies on an ongoing basis.
- Ensuring that members, coaches, team mentors, administrators, parents / guardians sign up to and adhere to our Code of Behaviour.

Code of Behaviour

In accordance with our governance and child safeguarding responsibilities it is the responsibility of each mentor to read and be aware of the Code of Behaviour (Underage) jointly agreed between the GAA, LGFA, Rounders, Handball and Camogie Associations. This code supersedes any other codes previously devised at club or county level.

In the event of a dispute relating to adherence to the Code we must be in a position to confirm that reasonable grounds were undertaken so as to ensure that our membership have been made aware as to the existence of the Code and its contents.

- Download the [Code of Behaviour \(Underage\) Booklet](#)

Maintaining Appropriate Levels of Behaviour

Maintaining Appropriate Levels of Behaviour in our Work with Children & Young People complements Sport Ireland Code of Ethics and the Code of Behaviour (Underage), the joint Code of Best Practice in Youth Sport and addresses the appropriate levels of behaviour, practice and conduct required from our young players, officials, coaches, trainers, mentors, supporters, parents/guardians and clubs.

- Download the [Maintaining appropriate levels of Behaviour](#) booklet.

Contacting Underage Players

It is important that all mentors are aware of and adhere to the GAA policy regarding the texting/emailing of underage players. The policy can be read at [this link](#).

Tackling Bullying

Naomh Jude GAA Club Anti-Bullying Statement

Naomh Jude GAA Club aims to create a supportive environment where any form of bullying is unacceptable. We adopt a whole organisation approach to addressing bullying and are committed to implementing structures and relevant training to deal with allegations of bullying.

Incidents of bullying are regarded as serious breaches of our Code of Behaviour. We are committed to achieving an ethos of respect so as to maximise the potential of all our members when playing or participating in our Gaelic Games.

Definition of Bullying

Bullying is defined as repeated aggression, be it verbal, psychological or physical, conducted by an individual or group against others.

Naomh Jude GAA Club seeks to ensure that:

- Incidents of bullying behaviour are addressed appropriately.
- All persons in membership of the club or attending our games or activities are aware that bullying behaviour is unacceptable in the club.

Dealing with Bullying

The Code of Behaviour (Underage) Booklet when working with underage players provides good practice guidance in relation to the prevention of bullying in the section [Tackling Bullying in your Club](#)

If you are aware of or have a concern that bullying behaviour is happening, you should report the matter to the Clubs Children's Officer. We recognise that incidents of bullying are a breach of the Code of Behaviour and of our Give Respect - Get Respect initiative and all such incidents will be dealt with accordingly.

Vetting

In the GAA any person who carries out a role of responsibility such as coaching, managing or training underage teams or indeed adult teams that contain any player under 18 years of age must be vetted. This applies to all adults (18+) and also to juveniles (16-18) who help out with teams. In the case of 16-18 juveniles the consent of parents is required.

It also applies to organising underage activities or refereeing underage games. Thereafter, each club shall decide if other roles merit a person being vetted.

Lead mentors are responsible for ensuring that any new adults that look to take part in helping in any capacity with their group are appropriately vetted. As soon as someone approaches you please ensure to contact the Children's Officer with the name and contact number of the individual so that the vetting procedure can commence. In Naomh Jude all Garda Vetting is directed through the Children's Officer.

Further information on Vetting can be viewed at [this link](#).

The Children's Officer

The appointment of a Children's Officer at club level is a mandatory requirement. The key role of the clubs Children's Officer is to ensure the implementation and promotion of the relevant Child Welfare Codes and Guidelines for good practice in the club so as to ensure that our young people can participate, enjoy and benefit from our Gaelic Games in safe and enjoyable surroundings.

- Further details on this role can be seen at [this link](#).

Club Disciplinary Board

The Club has appointed a Disciplinary Board to deal with serious or persistent breaches of the various policies and codes in place. The Board will be comprised by experienced Club members with a strong committee and or playing background that can independently arbitrate over specific situations and recommend proportionate actions for the club to take where necessary.

Club Designated Person

All Clubs shall appoint a Designated Person who on behalf of the Club shall be responsible at an initial stage for dealing with any concerns relating to the possible abuse of children as reported or made known to them.

- Further details on this role can be seen at [this link](#).

GAA Social Media Policy and Guidelines

The GAA Social Media Guidelines have been developed to inform our community about using social media so people feel enabled to participate while being mindful of the standards expected by the GAA and other entities such as the Data Protection Commissioner.

- Read the [GAA Social Media Policy and Guidelines booklet](#)

Diversity & Inclusion

The Club recognises the importance of affording equity, equal opportunity and fair treatment to all present and potential members and aims to ensure that all people irrespective of their age, gender, ability, disability, race, religion, ethnic, origin, creed, colour, nationality, social status or sexual orientation have a genuine and equal opportunity to participate in Gaelic Games at all levels and in all roles.

- Read the [GAA Inclusion Policy and Guidelines](#)

4. Expenses: Allowances and Procedures

It is an expensive business running a Juvenile section the size of Naomh Jude and so it is imperative that we all understand and respect the club's expense allowances and procedures to ensure that we can maintain effective financial control on what we are spending and ensure that every team is being treated transparently and fairly in the distribution of funds.

Allowances

Referees Fees

- Juvenile Teams may submit as an expense without requiring prior approval the amount they have paid to a match referee for any Dublin County Board scheduled fixture in line with the referee fees and policies set by that County Board for that age group and code.
- Referees fees will be reimbursed for challenge and friendly matches in line with the referee fees and policies set by the County Board for that age group and code.
- Teams attending tournaments or other events outside of the Dublin County Board area must seek prior approval from the Juvenile Treasurer for any referee fees they expect to incur if they wish to be reimbursed.

Tournaments

- Entrance fees to official tournaments will be reimbursed provided approval has been given by the Juvenile Treasurer prior to that team submitting their application form to the Juvenile Secretary for approval to participate.
- Entrance fees to any unofficial tournaments will not be reimbursed and should be paid for by the teams/players/parents attending that tournament.

Equipment and Facilities

- The club provides each team with equipment at the start of each season. No expenses incurred for equipment of any type purchased by individual teams, mentors, players or parents will be reimbursed.
- The club provides its teams with facilities to train and play. Expenses incurred for any training sessions, hire of venues, outside coaches arranged by individual teams will not be reimbursed and should be paid for by the teams/players/parents involved. Please see Pitches and Facilities section for further information on hiring external venues.

Social

- If a team wishes to celebrate a regular Dublin County Board league, cup or championship success they will be reimbursed to a maximum of €5 per player in that squad up to a maximum of 25 players (€125) without requiring prior approval from the Juvenile Treasurer. Any claim above that amount must be approved by the Juvenile Treasurer in advance or it will not be reimbursed.
- An allowance of €2 per child can be claimed by any of our non-competitive age groups (U8 - U11 boys, U8 - U12 girls) hosting a county board scheduled blitz up to a maximum of 3 blitzes per year per age group without prior approval.
- Expenses incurred for any other tournament wins, blitzes, trips, team building, social or other events run by individual teams will not be reimbursed and should be paid for by the teams/players/parents involved.

Medical Expenses

- A team may submit expenses for replenishing First Aid kits throughout the season up to a maximum of €50 per team per year without prior approval. Any First Aid expenses above this amount must have prior approval to be reimbursed
- No personal medical expenses of any kind incurred by players registered as Juveniles can be claimed as an expense or an allowance. Please refer

to the section on Insurance for guidance in this area.

Other Expenses

- It is an expected feature of voluntary work in general and of GAA work, that club members (officials, mentors, players, parents), do not expect reimbursement of minor personal expenses incurred by them in their voluntary role.

Procedures

- All expenses should be submitted quarterly to the Juvenile Treasurer on the appropriate expenses form with receipts as required and within 14 days of the end of that quarter.
- Only mentors / administrators approved at JGC AGM can claim expenses. GGCs should notify the Juvenile Treasurer of any changes to mentors throughout the season.
- Any expense that does not require approval should be added to that teams' Juvenile Expenses form with the relevant detail as indicated on that form and submitted to the Juvenile Treasurer for payment.
- Authorisation for any expense that requires approval should be sought prior to that expense being incurred. It should then be added to that teams Juvenile Expenses Form with the relevant detail and submitted to the Juvenile Treasurer for payment.
- Expenses will be reimbursed electronically, so it is essential that the Juvenile Treasurer has been given the relevant Bank Details to ensure that the expenses can be transferred in a timely fashion.
 - A/c Name
 - A/c no.
 - Sort Code
 - BIC
 - IBAN

- All allowed, and / or approved expenses will normally be reimbursed by the club within 14 days of them being signed off by the Juvenile Treasurer so please allow sufficient time for each stage of the process
- **The financial year end of the club is the 30th September and it is imperative that all juvenile groups submit all outstanding expenses up to the end of August for the year in question to ensure the relevant costs are captured in the correct year and the new financial year is not effected** – the club treasurer will ensure that estimated expenses for September are accrued for and can be submitted in the new year.

5. Playing and Training

Providing teams for our juvenile members to play with is the core objective of everything we do as a club and as a Juvenile Games section. In order that we can be successful in this endeavour we need to have some regulations, policies and indeed rules that we all abide by for the greater good.

Player Welfare

The first consideration in all decisions being taken by mentors must be the welfare of the player(s). Overuse of good players and under use of weaker players within each respective age group can lead to burnout in some players and a lack of development in others.

As mentors we have a responsibility to be mindful of the impact our decisions will have on our players welfare and to ensure that it forms a central part of our considerations.

As mentors we don't have full visibility of all the other sporting activities, school physical education programs or general play activities that juveniles are engaged in on an ongoing basis or if sufficient sleep or rest is regularly taken so ultimately it is the responsibility of the parent / guardian to determine situations where burnout may exist but where signs are monitored during Naomh Jude activities the mentor should inform the parent / guardian

Concussion Guidelines

A concussion is a brain injury that is associated with a temporary loss of brain function. The injury must be taken seriously to protect the long-term welfare of all players. A concussion is caused by a direct or indirect hit to the player's head or body.

The club asks every mentor to make themselves aware of their responsibilities in this area by reading the [Concussion Management Guidelines for Gaelic Games](#).

Concussion should be a topic discussed with your parents at your Annual Parents meeting and with your players in age groups as appropriate.

Mouth Guards

All juvenile players must wear mouth guards, with the exception of Academy players, for football training and matches and no mentor should allow a Juvenile to train or play without one.

Injury Prevention

The term sports injury, in the broadest sense, refers to the kinds of injuries that most commonly occur during sports or exercise. Some sports injuries result from accidents; others are due to poor training practices, use of improper equipment, lack of conditioning, or insufficient warm-up and stretching.

The club asks that all mentors make themselves aware of their responsibilities in this area by reviewing the GAA 15, a 15-minute standardised warm-up programme aimed at reducing the number of injuries sustained by our players. Resources can be found at [this link](#).

Injury Benefit Fund

The GAA requires that its members are registered with the GAA Injury Benefit Fund. The Fund only provides cover for otherwise irrecoverable losses up to the benefit limits. The Fund should not be used as a guarantee of the payment of expenses. Ultimately, the responsibility to ensure that adequate cover is in place rests with the individual member commensurate with their specific individual needs. Further details about the fund can be [read here](#).

Reacting to an Injury

As a mentor it is important that you are aware of your responsibilities if one of your players is injured during either a training session or during a match. Please refer to the Injury Treatment section at [this link](#).

Lead mentors of each age group should ensure that at least one person in the group that regularly attends training and matches receives some First Aid training and that they are responsible for maintaining and replenishing the First Aid kit provided by the Club through the Juvenile Equipment Officer and bringing it to all training sessions and matches. Where there are multiple teams and games groups within an age group, more than one trained person will be required and additional First Aid kits should be sought.

The Club regularly runs First Aid training courses that should be attended by the relevant individuals and details of which will be communicated through the various games group coordinators

In the event of any injury during a match it is important that the mentor liaises with the referee to ensure that the details are included with the Referees report

All injuries requiring further treatment should be advised to the GGC and where a claim against the GAA Player Injury Benefit Fund is envisaged all supporting detail and documentation should be sent to Mick O'Brien, 087 602 0915.

Age Groups and Team Selections

Naomh Jude encourage and support the development of our players to be the best that they can be.

Naomh Jude implements the common practice of keeping children of the same age and gender with their correct age group (*year of birth*) as a central part

of good practice. This gives every child the opportunity to develop their abilities to their fullest potential at an appropriate level.

One Age Group - Two Codes

Naomh Jude operates a structure of keeping all the children of one age group together as a single group for both codes (Football / Hurling, Football / Camogie) from the Academy right through to U16. We see this as being the strongest and most successful model when it comes to the retention of

players across both genders in both codes.

- Age Groups should be structured with a single point of contact
- It is recommended that an administrator that is not coaching / mentoring be appointed to handle all communications and the groups general administration.

Academy Age Groups

Our academy is split into two levels with a Junior Academy for U5's and a Senior Academy for U6's and U7's.

Junior Academy:

To manage the large numbers of new children joining & to assist with the longer term development of a team group, players should be placed in the appropriate age & gender group from the beginning. While we understand that some children may wish to come up to the academy with an older sibling or friend, many years of experience show the huge benefit of children playing in their appropriate age group from the beginning. Historically it has proved difficult for a child to join their correct group after that group has been in existence for some time. The children will have to adhere to age compliance throughout their Juvenile games journey so it is important to form friendships / relationships with coaches etc. with the appropriate team from the start.

Senior Academy

The final two years of the Academy include U6's (first year) and U7's (second year).

Only players of 7 years of age in their final year in the Senior Academy can graduate to play under U8 Go Games in the following year.

U8 - U16 Age Groups (Boys and Girls)

To ensure that all our players can develop and to promote player retention, we encourage mentors as much as possible to give all our juvenile players

the chance to participate in games on a regular basis.

The following regulations and guidelines are in place as a reference point for mentors to return to when making decision around team selections and to ensure that we have a common approach as a club that can be easily explained to players and parents as needed.

Team Selections

The following has been ratified at both Juvenile and Executive Committee level within the club regarding juvenile players playing within their age group.

The primary team for all juveniles is one of their correct age (*year of birth*) and gender where such a team exists within the club and all players, mentors and parents are expected to respect this decision.

To aid in the understanding and implementation of this decision please be aware of the following

1. Preparation for ensuring that players are playing with their correct age (*year of birth*) will happen in the Senior Academy as outlined in the section 'Academy Age Groups' above.
2. All players are to play and train with a team of their correct age (*year of birth*) where one exists. If no team exists, please refer to the appropriate section below.
3. The only games or training related contact with parents of players is to be by the mentor(s) or administrator(s) of the players own age group (*year of birth*).
4. On leaving the Academy and where teams are available for both genders, the club will not field girls on any boys' teams for all CCC1 age groups. If a boys team is short of players, then the 'where no team exists' or 'playing up' regulations apply as outlined below.

Where no team exists

- In certain circumstances the Juvenile Games Committee (JGC) may agree to merge age groups where numbers dictate that greater playing time will be enjoyed if all or some players from two age groups and / or genders (*subject to County Board rules*) play together.
- No precedent will be set, and the grouping will be reviewed on an ongoing basis and at the end of that playing year.
- In these circumstances a proposal should be brought to the JGC by the Games Group coordinator for the age groups affected.

Playing Up

As always County board rules take precedence, and mentors must be familiar with the rules and regulations surrounding playing up. County board rules can be different for girls teams so please make sure you are aware.

Teams are encouraged to be as self-sufficient as possible with their own playing numbers, particularly at the U8-U12 age groups only entering teams that match the number of players they can field.

However, teams can sometimes find themselves short for various reasons and it is important that mentors are able to support each other in the best interests of the club as a whole but with the welfare of the players to the fore.

- If a team is continuously short, then consideration should be given to a 'Where no team exists' as outlined above.

Playing up regulations

'Playing up' refers to the occasional involvement on match day of a younger player with an older age group.

1. Boys can only play up one year older than their current age (*year of birth*).
2. Girls may play up two years provided all other regulations are adhered to and all mentors agree.

3. No girls should play up or across (*same age*) on a boys team. Where boys teams are short they should look to the boys age group below and where girls teams are short they should look to the girls age group below them.
4. Players can play up on occasion provided that
 - a. The player plays and trains with their own age group
 - b. There is no conflict with the fixtures and/or plans of their primary age group
 - c. The player is of suitable ability and can handle the jump in standard
 - d. Game time is balanced in consideration of all players involved.
5. If you would like to request a player from a younger age group
 - a. Contact the mentor of that age group and make your request
 - b. Never directly contact a parent from a younger age group
 - c. Always ask for more than one player and avoid asking for specific players and provide justification if doing so
 - d. Accept the decision(s) of the mentor of the younger age group
6. If you are asked to provide a player to an older age group
 - a. Consider the welfare of the player first.
 - b. Be aware and consider how much game time a player may already have had in both GAA and other activities and consult the parent / guardian
 - c. Be aware that the support of the group below may be required to ensure that some players of the older age group aren't deprived of game time if the fixture has to be forfeited
 - d. Only send players that you believe can handle the standard and will benefit.
 - e. Consider your full squad and don't always send the same players
 - f. Send a minimum of two players at a time - never one player on their own.

We are all one Club and all teams should work together, share experiences, support each other and endeavour to help teams that are short of numbers so that only as a total last resort a walk over is given.

Training Up

The club actively encourages age groups to organise occasional training sessions with the age groups directly above and directly below them, as a full group and / or as streamed groups (*for example A with A and B with B*) as appropriate to the age group. This promotes good communication and learning between the age groups and ensures that players are more familiar with each other as they develop towards the older Juvenile age groups and into Minor and / or Adult Games.

However, individuals or small groups of players training up should not be happening in our younger age groups (U8 - U11) and should only be happening under special circumstances in our older age groups (U12 - U16) and then only with the agreement of all mentors involved as outlined below.

1. All players are expected to train with their correct age (*year of birth*) and gender where such a team exists.
2. No individual player or small groups of players from our U8 – U11 age groups should be training with other age groups or genders.
3. Selected players from our U12 - U16 age groups can train up prior to a competitive tournament (*for example Championship, Camaint or Feile*), within a reasonable timeframe as agreed between the mentors of both groups and if it doesn't affect their involvement with their primary age group.

Championship

Exceptions can be given on an annual basis that allow players to play up as part of a Championship panel for girls teams from U13 - U16 and from boys teams from U15 - U16 provided all players of the correct age group are included in a panel for that years competitions. This means that selected players can play up for the duration of the teams involvement in the competition provide that:

- Their correct age group fixtures are given priority and where any

clash exists the correct age group fixture of the players playing up takes precedence.

- Agreement has been reached between the mentors of the two age groups involved and with the appropriate GGC.
- Game time for players is balanced in consideration of all players involved.

Feile Competitions

Our U15 boys and girls enter panels into Dublin Feile competitions each year. Each panel entered can have up to a maximum of 24 players. It is accepted and established practice that the U15 Feile teams would invite players from that years U14 squads to help them make up the panel(s) of 24 as needed and that these players may train up with the U15's within a reasonable timeframe as agreed between the mentors of both groups.

- All U15 boys and girls registered to play for the club in any given year have a right to a place on a Feile panel if one is being formed.
- No U15 player should be left out of a Feile panel to accommodate an U14 player.

Exceptions to Playing with your Primary Age Group (Year of Birth)

Individual exceptions can be made by the Juvenile Games Committee (JGC) officers in consultation with the Children's Officer as appropriate that allows for a player to play and/or train with an age group other than their primary age group (year of birth) where County Board rules allow.

It should be accepted by all in good faith that exceptions can only be agreed by the JGC officers in instances of a child needing flexibility due to personal physical, emotional and / or mental challenges or where there is a genuine fielding requirement and that this exception is not intended to be used to allow or promote any form of elitist or preferential agenda within the club.

Any mentor or GGC can send a request for consideration directly to a JGC

officer. Both mentors and parents are asked to respect the decision of the JGC and the Children's Officer as being final in these matters.

Streaming

The club advises that mentors stream their teams according to the playing rules guidelines issued by the appropriate County Board according to their age group, gender and code.

What is Streaming?

Streaming is putting players of similar ability on the same team as opposed to having a team of mixed ability playing together. The idea is to allow players of all abilities to have an increased chance of spending more time on the ball and by that to be more directly involved in the game and consequently to have more fun and to develop.

Children develop at different stages and a child who is seen to be potentially weak at age 10 may be a very strong player at age 14 and vice versa. Streaming must therefore be constantly reviewed.

How to approach Streaming

Streaming should be undertaken in accordance with County board recommendations and it should be a player centered-process. Mentors must endeavour to find the right team for the player to play on to develop the player's confidence, skills and participation.

Streaming is generally not a scientific process and is therefore subjective. Mentors should strive to find a fair and transparent way to implement streaming with both the player and the wider age groups interest in mind.

Streaming and the wider age group

While streaming is an important practice it is also important to ensure that the players do not lose the sense of the wider age group as many of the players will move up and down through the streamed teams over the year(s). To keep the group bond intact, it is important that the entire group

finds opportunities to train and socialise together as often as possible.

County Board Guidelines on Streaming and Playing Rules

- Boys teams are not streamed at U8. For CCC1 Go Games guidelines on streaming from U9 - U12 please refer to the documents at [this link](#) (*scroll down to view downloads for the different age groups and a Note on streaming handout*).
- Please see Camogie Board clarification on streaming for Go Games at [this link](#).
- Guidelines for Dublin Ladies Football playing rules can be found at [this link](#)

Playing and Training Equipment

At the start of each season the Juvenile Games Equipment Officer places an order with an appropriate supplier of playing and training equipment for the entire Juvenile section. This order is based on balancing the requests for equipment across the entire Juvenile section with the budget agreed with the Club Treasurer.

- An Equipment Requisition Form is sent by the Equipment Officer to the lead mentor of each age group in mid-December of each year requesting him / her to complete the form with the items they would like to order for the following playing year.
- The order is then placed in mid-January and a notification of availability of equipment for collection is sent by the Equipment Officer in early February.

Care and Recycling

It is an expensive business equipping a Juvenile section the size of ours and so mentors are asked to take care of the equipment throughout the year and to return any items no longer required to the Equipment Officer when placing their order for the following year.

Additional Orders

The equipment distributed at the start of the year is intended to suffice for the age group for that full playing year. Any further requests during the year for equipment to, for example, replace lost footballs or sliotars can be considered by the Equipment Officer considering the equipment the age group has already received and the budget available.

All orders for equipment must go through the Equipment Officer. No expenses incurred for equipment of any type purchased by individual teams, mentors, players or parents will be reimbursed by the club.

Team Jerseys

It is the current policy of the club that all team jerseys (playing) must be bought and / or ordered through the club shop. This is to ensure that club teams are representing Naomh Jude on the field of play in a uniform manner and that any arrangements that the club may have with specific suppliers are being respected.

The provision of jerseys is dependent on the age group.

- The current club regulation states that jerseys for non-competitive Go Games (*teams aged U8 - U11 for boys and U8 - U12 for girls*) are to be purchased by the individual players themselves from the club shop.
- Where sets of numbered jerseys are required (*boys teams from U12 and girls from U13*) teams should look to order sets of jerseys through the club shop or look to older teams for sets of jerseys they may have grown out of.
- Where sets of numbered jerseys are being ordered it is the responsibility of the lead mentor of the age group to ensure that funds are available from the age group to pay for the jerseys. These costs can be secured through sponsorship, directly from parents within the group and / or a mixture of both.

Fixtures

Each of the County Boards creates a schedule of fixtures including league and championship matches for all of the teams that we enter. These are official fixtures.

Official (County Board) fixtures are added by the various County Boards to a central fixtures system and the Naomh Jude specific fixtures and results are filtered to our Fixtures and Results pages on the club website

- Use these links to see your Juvenile fixture for Naomh Jude

[Ladies Football](#) | [Camogie](#) | [CCCI Boys](#) | [CCC2 Boys](#)

Referees

The Juvenile Games Committee appoints a Referee Co-ordinator(s).

The referee coordinator is responsible for managing the list of club Juvenile referees, appointing referees to Go Games as appropriate, arranging for players to attend refereeing courses and is our point of contact with the various County Boards with regard to all refereeing matters.

Boys Referees

- U8 - U11 Football and Hurling - referees are appointed internally by the club's Referee Coordinator. Please contact him/her at least 3 days before matches.
- U12 Boys Football and Hurling- contact the referee coordinator of the club that has been appointed to your game. Contact details can be found at [this link](#) on the Dublin GAA website.
- U13 - U16 Boys (CCC2) - referees are appointed by CCC2. Mentors should text the appointed referee in advance of the match to ensure they are available. Guidance can be found by reading [CCC2 league regulations](#) and a list of CCC2 referees can be found at [this link](#).

Girls Referees

- U8 - U11 Ladies Football - referees are appointed internally by the club's Referee Coordinator. Please contact him/her at least 3 days before matches.
- U8 - U12 Camogie - referees are appointed internally by the club's Referee Coordinator. Please contact him/her at least 3 days before matches.
- U12 - U16 Ladies Football - neutral referees appointed by the DLGFA
- U13 - U16 Camogie - neutral referees appointed by Dublin Camogie Board

6. Pitches and Facilities

The club provides pitches and facilities for its teams and members to use both internal (club pitches and facilities) and external (rented pitches and facilities). The allocation of all pitches and facilities is managed centrally by a Pitches and Facilities Co-Ordinator for scheduling and other administrative purposes.

Pitches and Facilities Co-Ordinator

This is a critical role within the club. With up to 12 Adult Games teams and 8 age groups from U8 to U16 in two codes all looking for space for matches and training it is very important that mentors, managers and coaches respect the system the club has put in place to support the role of the Pitches and Facilities Co-Ordinator.

- Read the rest of this section and please make sure to follow the guidelines outlined.

Pitches

Pitches - Internal

- Our internal pitches are in Tymon Park and are leased annually from South Dublin County Council (SDCC). We use these pitches according to the terms of a signed agreement with SDCC.
- SDCC may at any time call 'off' the pitches for weather, repair, over-usage or other reasons. They can also remove use of a pitch from a club if it is not being respected (litter, over-use, use when not permitted).
- It is therefore important that pitches are allocated through a central booking system, only used with the permission of our Pitch Co-Ordinator and are respected by all when used.

Pitches - External

- The club currently leases various external pitch from schools and other sporting facilities. It is the responsibility of the club to ensure that

these pitches are not over-used at any time during the year. The Pitch Co- Ordinator has the final call on when this pitch is 'on' or 'off'.

Pitch Numbers and Locations

- Each of the Pitches used by the club both internal and external have been assigned numbers by the club to aid in their identification on the schedules
- A map of our pitches along with the numbers assigned to them can be seen at [this link](#).

Pitch Allocations - Matches

- Pitches are allocated for scheduled matches from week to week, so there is no need to book a pitch for a county board fixture. If it is listed at any one of the following links it will be allocated a pitch in advance by the Pitches and Facilities Co-Ordinator.
 - [Men](#)
 - [Ladies Football](#)
 - [CCCI Boys](#)
 - [CCC2 Boys](#)
 - [Camogie](#)
- Pitches are usually allocated on a Tuesday evening for the following weekend and 5 days in advance for a mid-week match.
- The Pitch Allocations calendar can be seen at [this link](#) - it is the responsibility of lead mentors/team managers to check the calendar to ensure that they have been allocated a pitch.
- If having checked the calendar a fixture appears to have been omitted from the allocation, please send an email to pitches@stjudesgaa.ie to request a pitch.
- Specific pitches can be requested in advance for competitive League or Championship matches and will be allocated if available.
- Pitches are allocated using the precedence of Championship over League over Training over Challenge matches.

- Where a dispute arises between two teams over the use of a pitch for a fixture the final decision will be taken by the Pitch Co-Ordinator in consultation with the Adult and Juvenile Games Chairpersons as appropriate to the teams involved.

Pitch Bookings - Matches

- If you need a pitch(es) for a challenge/blitz/tournament outside of scheduled County Board fixtures please email a request with the team, opposition, date, time and pitch(es) requested to pitches@stjudesgaa.ie well in advance of the fixture.

Pitch Allocations - Training

- The Pitches and Facilities Co-Ordinator allocates pitches for training slots in consultation with the appropriate Games Group Co-Ordinator(s).
- Where a dispute arises between two teams over the use of a pitch for training the final decision will be taken by the Pitch Co-Ordinator in consultation with the Adult and Juvenile Games Chairpersons as appropriate to the teams involved.
- Any requests relating to pitch allocations for training should be made via your Games Group Co-Ordinator.
- Pitches are primarily allocated based on suitability of the time and space available to the age and size of the groups within the restrictions of the number of pitches available to the club.
- Pitches are allocated on an annual basis from mid-March to early October for the Summer schedule and early October to mid-March for the Winter schedule
- Where pitches are required for scheduled mid-week matches during the times of training there may be a requirement to move teams on a case-by-case basis to a different pitch.
- All teams should check the Pitch Allocations calendar, during the months when mid-week matches are played, to check if a change of training pitch is required for the relevant week
- The Pitch Allocations calendar can be seen at [this link](#).

Pitch Bookings - Training

- If you would like to use a pitch for a training session outside of the agreed schedule please email pitches@stjudesgaa.ie with the team, date, time and space required.

Pitch Rentals

- The club provides and pays for pitches and allocates them to teams for matches and training according to the official fixtures and training schedules. The hire of any other pitches by juvenile teams must be paid for by those teams themselves unless otherwise authorized by the Juvenile Treasurer and must be booked through the central booking email pitches@stjudesgaa.ie for indemnity and planning purposes.

Facilities

Facilities - Internal

- The club has a hall, gym, skills pitch and two skills walls, analysis room (known as Mr. Bs Classroom) and an upstairs lounge that can be used by all teams for training and or meeting purposes. It is important that these facilities* are booked through the Pitch co-ordinator before being used to avoid any clashes.

Facilities - External

- The club rents external facilities mainly for winter training. These facilities include all-weather (outdoor) and hall (indoor) spaces. Specific insurance indemnity is in place for each venue that is being used. Terms have been agreed with each venue and documents signed that hold the club responsible for the use of these facilities under these terms.
- It is therefore very important that all bookings for external facilities are managed centrally through our pitch booking system and that no team or individual look to book an external facility without permission from our Pitches and Facilities Co-Ordinator.

Facilities Allocations

- The Pitches and Facilities Co-Ordinator allocates both internal and external training facilities to teams in consultation with the appropriate Games Group Co-Ordinator(s)
- Facilities are allocated on an annual basis from January-March and again from October to December with the same slots scheduled for the calendar year.
- Facilities are allocated annually based on several factors including numbers in each age group, mentors who are involved in multiple teams, available facilities and other factors that can change from year to year
- Where a dispute arises between two teams over the use of a facility for training the final decision will be taken by the Pitches and Facilities Co-Ordinator in consultation with the Adult and Juvenile Games Chairpersons as appropriate to the teams involved.
- Any queries in relation to facilities allocations should be made only via the appropriate Games Group Co-Ordinator.
- Any requests relating to facilities allocations should be made via the appropriate Games Group Co-Ordinator.
- Calendars for the various facilities can be found at [this link](#)

Facilities Bookings

The club's facilities (internal) can be booked by contacting the pitches@stjudesgaa.ie email. Please ensure that you have checked the appropriate calendar to see if the location is available before making a request.

- Hall - email with purpose, date and time required,
- Skills Pitch - email with date and time required
- Skills Wall - email with date and time required,
- Gym - email with date and time required
- Mr. Bs Classroom – email with purpose, date and time required.
- Lakeside Lounge - book with bar staff well in advance.

Any team or group looking to book an external facility for training or matches should contact the Pitches and Facilities Co-Ordinator with the venue, purpose, date and time before contacting the external venue (see Facilities - External)

Please note that the Club has a commercial arrangement in place with The Templeogue After School Academy for use of the Skills zone pitch and the original Skills Wall between 1.30pm and 5.30pm Monday to Thursday and 1.30pm and 5.00pm on Friday during school term times when those facilities will not be available for ad hoc use by members and we would ask all to respect that arrangement but the New Skills Wall should be available at all times

7. Appendix A - Committees and Contacts

Please refer to the club website for the latest committee's and contact details.

This section will be updated annually and at other times during the year as appropriate to individuals leaving and taking up roles.

Please refer to the club website contacts section for the Juvenile Games Committee's and relevant contact details.

The Juvenile Section is organised as follows

- Juvenile Games Committee – responsible for the governance and organisation of Juvenile Games
- Games Group Coordinators – representatives for Academy, CCC1 and CCC2 sections
- Group Operational Leads – various key operational roles including equipment, refereeing and code specific development leads