

CASTLEBAR CELTIC F.C Coaches Handbook







Volunteer Recruitment Policy

Castlebar Celtic F.C existence depends on the voluntary effort of all its volunteers. Volunteers are the driving force of the club and without volunteers the club would not be in a position to offer football opportunities in our community. It is important that the club provides a healthy environment for volunteers and recruits the right people for the right job. The following recruitment steps will help to protect young people and assist in placing volunteers in a position to which they are suited and supported.

1. Garda Vetting – In line with legislation and the FAI's child welfare policy everyone working with children or vulnerable adults will require Garda Vetting before starting their role.

2. Induction – Every new volunteer will have received an volunteer pack to ensure that they are familiar with their surroundings, comfortable and made aware of the club's policies and procedures.

3. Training – Where possible the club will provide training to upskill volunteers.

4. Volunteers – All volunteers are expected to adhere to the clubs and rules and code of conducts.







CASTLEBAR CELTIC F.C COACH/MANAGER APPLICATION FORM

| NAME | | | |
|-----------------------------------|---------------|----|-------------------|
| ADDRESS | | | |
| | | | |
| PHONE NUMBER | | | |
| EMAIL | | | |
| I am applying for the position of | Coach/Manager | or | Assistant Manager |

| Age Group /Team | | | |
|---|-------|----|----|
| Please indicate if Boys or Girls team. | | | |
| Circle where appropriate | | | |
| Would you consider taking a different age group/Team? Yes | or No | | |
| Have you completed Child Safeguarding | Yes | or | No |
| Date completed: | | | |
| Garda Vetting: Yes or No | | | |
| Vetting Number: | | | |
| Expiry date: | | | |

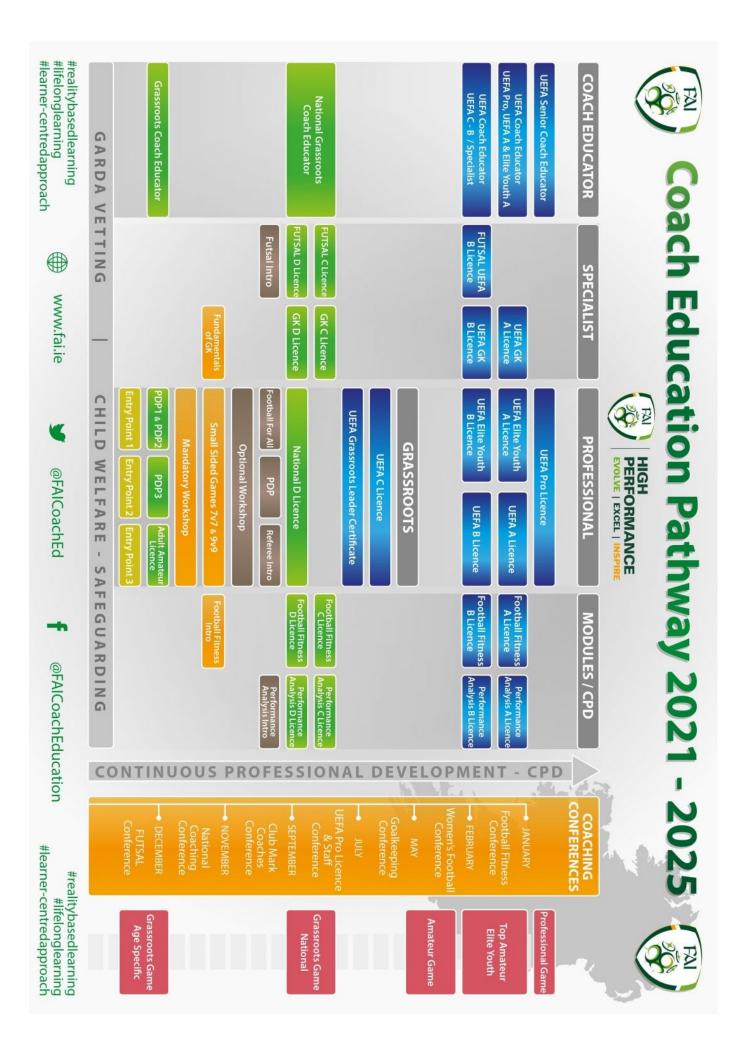
Coaching Courses/Badges/Licences – Please List below:

| Name | Date Completed |
|---------|----------------|
| Ivallie | Date Completed |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Print Name_____

Signature_____ Date _____

ALL DECISIONS ON APPLICATIONS RECEIVED WILL BE MADE BY CASTLEBAR CELTIC COMMITTEE—DECISIONS ARE FINAL





Child Safeguarding Statement

Castlebar Celtic provides various sporting activities and opportunities for our members through participation in boys and girls academies, Mayo School boys/girls league, Mayo Football League, Connaught FA & FAI & SFAI National Competitions.

Castlebar Celtic is committed to safeguarding children and by working under the guidance of our Safeguarding Policies both coaches & volunteers who are working with our young people, throughout our club seek to create a safe environment for young people to grow and develop.

Castlebar Celtics written Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy; guidance or process documents require to alleviate these risks. The list of risks identified are contained in the following categories: Club and Coaching Practices; Complaints & Discipline; Reporting Procedures; Use of Facilities; and General Risk of Harm.

The Risk Assessment was undertaken on January 2022

This Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, In addition to our Risk Assessment document described above we also have procedures for the safe recruitment of volunteers to work with children in our activities on display on our notice board.





Safeguarding Children Policy and Procedure

Castlebar Celtic FC acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity.

The key principles of safeguarding children are that: -

- The child's welfare is, and must always be, the paramount consideration.
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith or belief.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Working in partnership with other organisations, children and young people and their parents / carers is essential.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse.

Castlebar Celtic FC recognises that this is the responsibility of every adult involved in the clubto adhere to this Policy.

Castlebar Celtic FC has a role to play in safeguarding the welfare of all children and young people by protecting them from harm and neglect or bullying. It is noted and accepted that Safeguarding Children Regulations applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.



We endorse and adopt recruitment guidelines for recruiting volunteers and we will: -

Specify what the role is and what tasks it involves.

Request identification documents.

As a minimum meet and chat with the applicant(s) and where possible interview peoplebefore appointing them.

All current Castlebar Celtic FC members who are regularly caring for, supervising, training or being in sole charge of children and young people will be required to complete and gain clearance through a Garda Vetting process. In addition they will be required to have completed an FAI Child Safeguarding course. It is accepted that The FAI aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct harm to children and to minimise the risk of 'grooming' within football.

Castlebar Celtic FC has appointed a Child Protection Officer. The Child Protection Officer is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The Child Protection Officer will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of respect, poor practice and abuse amongst club members.

Castlebar Celtic acknowledge and endorse The FAI's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents / carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Child Protection Officer.





Codes of conduct for Players, Parents / Spectators, Officials and Coaches have been implemented by Castlebar Celtic FC. In order to validate these codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the FAI in more serious circumstances.

Reporting your concerns about the welfare of a child or young person. Safeguarding is everyone's responsibility if you are worried about a child it is important that you report your concerns - no action is not an option.

If you are worried about a child then you need to report your concerns to the Clubs Child Protection Officer.

If the issue is one of poor practice the Child Protection Officer will either: -Deal with the matter themselves; or

Seek advice from the Castlebar Celtic Committee.

If the concern is more serious - possible child abuse, then the Child Protection Officer will immediately contact An Garda Siochana and Children's Services.

If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your Child Protection Officer know what action you have taken, they in turn will inform the relevant Body.

If at any time you are not able to contact your Child Protection Officer, or the matter is clearly serious then you can either: -

Contact Social Services; or

An Garda Siochana directly.





Castlebar Celtic F.C Children's Officer is....

Name: AISLING REILLY Contact Number: 087 964 0379





CODE OF CONDUCT - YOUTH PLAYERS

We all have a responsibility to promote high standards of behavior in the game. As a youth player you have a big part to play. That's why Castlebar Celtic are asking every youth player to follow and respect our code of conduct.

When playing football, I will:

Always play to the best of my ability. Play fairly – I wont cheat, complain or waste time. Respect my team-mates, the other team, the referee or my coach/ manager. Play by the rules as directed by the referee. Shake hands with the other team and referee at the end of the game. Listen and respond to what my coach/manager tells me. Talk to someone I trust or the club welfare officer if I'm unhappy

DISCIPLINARY MEASURES AND SANCTIONS

I understand that if I do not follow the code, any/all of the following actions may be taken :

My club may make my parent or guardian aware of any infringements of the code of conduct.

Be required to apologies to my team-mates, the other team, referee or team manager.

Receive a formal warning from the coach or the club committee. Be dropped or substituted.

Polycondod from training

Be suspended from training.

Be required to leave the club.





CODE OF CONDUCT—SENIOR PLAYERS

As players are constantly in the glare of public attention and are widely recognised as the most important people in the sport, there is a considerable onus upon them to speak and act in a manner which promotes all that is good about the game and Castlebar Celtic.

As a player, I will:

Make every honest effort to develop my sporting ability, to include fitness, skill, technique and tactical ability.

Strive to set a positive example for younger players and supporters.

Safeguard the physical fitness of opponents, avoid violence and rough play.

Give maximum effort and strive for the best possible performance during each game.

Avoid all forms of gamesmanship, and time wasting.

Refrain from using inappropriate language particularly to referees/officials and other players.

Make every effort consistent with fair play and the laws of the game to help my team win. Abide by the laws, rules of the game and of any given competition, both in fact and in spirit.

Accept victory and defeat with equanimity.

Not consume or distribute any banned substances.

Treat opponents with respect at all times.

Demonstrate due respect towards match officials.

Accept the decisions of the match officials without protest.

Avoid words or actions which may mislead a match official.

Act towards the Coaches and officials of the opposing side in a respectful manner.

Demonstrate due regard for the interest of supporters.

Not act or speak so as to encourage supporters to act in a way that may endanger the safety of anyone attending or participating in the game.

Have regard to the best interests of the game when publicly expressing an opinion on the game or on others in-volved in the game

In making public comments on a particular fixture or on the game in general, I will be mindful

of upholding and pro-moting the good name of the game, Castlebar Celtic and others involved in it in the wider community.

Adhere to the clubs social media policy.

Sanctions will be applied if a player is found in breach of this code of conduct



CODE OF CONDUCT FOR PARENTS/GUARDIANS AND SPECTATORS

We all have a responsibility to promote high standards of behavior in the game. The clubs Code of conduct is to ensure football can be enjoyed in a safe, positive environment. Remember children's football is a time for them to develop their technical, physical, tactical and social skills. Winning isn't every-thing. We hope you play your part and observe our clubs Code of Conduct for parents/guardians and spectators at all times.

Remember that children play for FUN.

Applaud effort and good play.

Always respect the match official's decisions.

Remain outside the field of play or games/training and within the Designated Spectator's Area

Let the coach do their job and not confuse the players by telling them what to do.

Encourage the players to respect the opposition, referee and match officials. Avoid criticising a player for making a mistake – mistakes are part of learning. Never engage in, or tolerate, offensive, insulting or abusive language or behavior.

I understand that if I do not follow the code, any/all of the following actions may be taken .

Issued with a verbal warning from a club or league official.

Required to meet with the clubs child Welfare Officer. 2 Required to meet with the club committee.

Obliged to under take and fai educational course. I Obliged to leave the match venue by the club. Requested by the club not to attend future games. Suspended or have my club membership removed. Required to leave the club along with any dependents. In addition: The county mysgfa, sfai, fai could impose a fine and/or suspension on the club.





Manager/ Coach Code of Conduct

Managers/Coaches should familiarise themselves with the Governing Bodies Code, in particular the Children first /Good Practice for Children's Sport.

As a Manager/Coach at Castlebar Celtic F.C you should: -

•Be positive during sessions and competitions, praise and encourage efforts as well as results

- •Put welfare of young person first, strike a balance between this and winning / results
- •Encourage fair play and treat participants equally
- •Recognise developmental needs, ensuring activities are appropriate for the individual
- Plan and prepare appropriately for training and competitions
- •Have hold up-to-date qualifications as outlined in FAI Coach education pathway 2021-2025
- •Involve parents where possible and inform parents when problems arise
- •Keep record of attendance at training and competitions
- •Keep record of injury(s) and action taken—record on accident/incident forms
- •Keep a brief record of problem / action / outcomes, if behavioural problems arise
- •Report any issues to committee

Where possible you should avoid: -

- •Spending excessive amounts of time with children away from others
- Taking sessions alone
- Taking children on journeys alone in the car

You should not: -

- •Use any form of punishment or physical force on a child
- •Take children to their home
- •Exert undue influence over a participant in order to obtain personal benefit or reward

•Engage in rough physical games, sexually provocative games or allow or engage in inappropriate gestures and terms

• Take measurements or engage in



certain types of fitness



DIVERSITY AND INCLUSION STATEMENT

We recognise the importance of affording equity, equal opportunity an fair treatment to all present and potential members.

We aim 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 our sport at all levels and in all roles. From academy players, underage player or senior player and as a coach, official, manager, administrator or spectator.

We aim in our relationships with our members, volunteers and employees, applicants and in the provision of our sport, not to disadvantage any individual by imposing any conditions or requirements which cannot be justified.

We will never directly discriminate against any group or unintentionally indirectly discriminate, or in any way treat a person less favourably than others







Visit www.caracentre.ie for more information

We have committed to the Sport Inclusion Disability Charter











<u>CASTLEBAR CELTIC F.C ARE COMMITTED TO THE FOLLOWING</u> <u>FIVE KEY AREAS THAT PEOPLE WITH DISABILITIES ARE ASKING ALL</u> <u>ORGANISATIONS TO CONSIDER</u>

Openness—Be open to and understanding of all people with disabilities

People -Access training for our staff/volunteers to facilitate the inclusion of people with disabilities

Activities - Develop and deliver inclusive activities

Facilities - Review our facility/venues/equipment to make our organisation more accessible

Promotion -Promote the inclusive nature of our activities, in a variety of formats

Castlebar Celtics Disability Inclusion officer is Carol O Brien—087-6297940





CASTLEBAR CELTIC F.C ACCIDENT & INCIDENT GUIDELINES

ACCIDENT GUIDELINES

Stay calm but act swiftly and observe the situation. Is there danger of further injuries?

Listen to what the injured person is saying.

Alert the first aider who should take appropriate action for minor injuries.

In the event of an injury requiring specialist treatment, call the emergency services.

Deal with the rest of the group and ensure that they are adequately supervised.

Do not move someone with major injuries. Wait for the emergency medics.

Contact the injured person's parent/carer.

Complete an accident report form

Take a photo of match card

INCIDENT GUIDELINES

Record all incidents reported or observed on an Incident Form.

Inform Club child welfare person ASAP.

1 copy to child welfare person within 24 hours.

Ensure confidentiality - only "need to know basis".

Inform parents, unless to do so may put the child at further risk.

The club child welfare person will be responsible for storing any report in a safe and secure environment.







| Name/age of Team | | |
|----------------------|-------------|---|
| Manager in | | |
| Attendance: | | |
| INJURED PARTY | | |
| Name: | | |
| Home address: | | |
| Home address. | | |
| | | |
| ACCIDENT DETA | ILS | |
| Form Completed | | |
| By: | | |
| Date: | | Exact Location: |
| Time: | | Time Reported: |
| | | |
| Nature of Injury: | | dent happened: |
| | | what activity was taking place, for example |
| | training/ga | ame/getting changed |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Name and | | |
| contact details of | | |
| witnesses: | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| First Aid In- volved? | Yes No |
|---|--|
| Were the fol- lowing con- tacted: | Ambulance |
| Parents In- formed? Yes No | By whom: |
| | When: |
| Any further action to be taken? | |
| | Signature of Management Representative |
| | Print name Position |

All of the above facts are a true record of the accident/incident.

Signed: _____

_Date: _____

Name:







INCIDENT REPORT FORM

| INCIDENT RECORD FORM : CHILD PROTECTION | | |
|---|-------|--|
| Name/Age of team | | |
| Record completed by: | | |
| Position: | Date: | |
| Child's Name: | | |
| Child's Address: | | |
| Child's Date of Birth: | | |
| Parents/Carer's Names and Address: | | |

Signature

| Club Child Welfare office | er informed? Yes No | | |
|--------------------------------|-----------------------------|--|--|
| External Agencies contact | External Agencies contacted | | |
| Gardai | Details of advice received: | | |
| Yes No | | | |
| Branch | | | |
| contacted: | | | |
| Name: | | | |
| Contact no: | | | |
| HSE | Details of advice received: | | |
| Yes No | | | |
| Branch | | | |
| contacted: | | | |
| Name: | | | |
| Contact | | | |
| number: | | | |
| Sport Governing Body Yes No | Details of advice received: | | |
| Name: | | | |
| Contact | | | |
| number: | | | |
| Other (e.g. ISPCC) | Details of advice received: | | |
| Yes No | { | | |
| Name: | - | | |
| Contact | | | |
| number: | | | |

Remember to maintain confidentiality on a need to know basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.







Phone numbers

- Chairperson : Joe McDonald chairmanccfc@gmail.com 087-1924100
- Secretary: Anthony Stenson—castlebarceltic0@gmail.com-087-3254728
- *Treasurer:* Pat Gavin <u>pgavin60@gmail.com</u> 087-6108513
- Children's Officer /DLP: Aisling Reilly aislingreilly@yahoo.com 087-9640379
- PRO and Social Media: Marian Robinson procastlebarceltic@qmail.com -

087-9603707

- Event s, Equipment & KIT Co Ordinator: Joe Feeney joefeeney1980@qmail.com 087 6644867
- Groundsman: Paul Moran 089-2343235
- Registrar: Pat Naughton panaughton79@qmail.com 087-7783405
- Club Administrator: officecastlebarceltic@gmail.com
- Senior match day security officer Padraic Cresham 0858000064
- Director of Football Jono Heffernan

HOUSEKEEPING





Remember after training or on Match days please bring all your belongs with you including any rubbish. (bring a bin bag)

Leave Celtic Park, the clubhouse and any grounds you visit clean and tidy.



If a business would like to sponsor your team or buy pitchside advertising. Coaches can contact 087-1924100 directly.



Any training equipment, match balls and kits must be ordered via Joe Feeney. *joefeeney1980@qmail.com* -087 6644867 **Or Kitstop 0871767274**

Please send any ideas for annual newsletter to officecastlebarceltic@gmail.com

Match day news /photos for inclusion on social media whatapp 087-9603707

Any other queries contact 087 1924100

Heres to a great season ahead !