

Lucan Sarsfields GAA Club

Policies and Guidelines for Adult Team Managers and Mentors

(Updated March 2025)

1. Introduction

These policies and guidelines are provided to all Adult Team Mentors in accordance with the Recommendation approved at the Club Annual General Meeting in November 2011.

They apply to all adult teams playing for Lucan Sarsfields. This includes Minor/U18 teams and includes all playing codes – Gaelic Football, Hurling, Ladies Football and Camogie.

2. Governance & Organisation

The primary responsibility for Administration of Adult Games in the Club is with the Adult Games Committee. The Adult Games Committee consists of a Chairman and Secretary who are appointed by the Club Executive, and the Directors of the four Codes within the Club.

The Adult Games Committee meets weekly during the playing season, usually on Thursday nights and all Adult Teams are required to have a representative in attendance at these weekly Adult Games Meetings. The Adult Games Committee will deal with the following items;

- Fixtures & Results
- Allocation of Pitches for matches & training
- Recording of Injuries & Incidents
- Player Disciplinary Notifications & Hearings
- Allocation of playing equipment
- Board Reports
- Team Entries
- Player/Team Re-gradings
- Disputes between teams
- All other issues relating to the administration of adult games in the Club.

The Adult Games Committee is a sub-Committee of the Club Executive and is accountable to the Club Executive which exercises the overall authority of the club, on behalf of the members. The following items require to be approved/ratified by the Club Executive.

- Appointment of Team Managers, in consultation with Adult Games Committee Officers
- Incurring of expenditure outside of that provided for in this Policy & Guidelines Document
- Changes to Club Policies & Guidelines
- Maintenance/Development of Club Facilities
- Resolution of Disputes that are not resolved by the Adult Committee

3. Club & Player Playing Ethos

- Lucan Sarsfields policy is to encourage and facilitate all players (male and female) to play both codes. All mentors are required to encourage and facilitate that as much as possible.
- Where a player is playing at a higher-level in one code than the other, it is reasonable to expect them to give priority to the higher-level code. However, matches should generally take preference over training.
- Lucan Sarsfields Club policy is that adult players should play at the highest level of their capability. Mentors of second or lower teams in a particular code are expected to encourage players to progress to the higher-level team if and when they are capable.
- Minor (U18) players owe their first allegiance to their minor teams and can only be considered for older teams with the consent of the minor team management and the player's parents. The welfare of minor players in terms of risk of injury/burn-out must be given priority in relation to the question of playing matches and/or training with an older team. Minor level commitments should take priority in all instances. The same applies with respect to Under 16 players playing with minor teams (i.e. Under 16 takes priority).
- It is Club policy to enable all adult teams to be as competitive as possible and be in a position to field the strongest team available to them. Teams playing at a higher level are expected to release players for lower levels teams where those players are eligible to play at the lower level, and where they are unlikely to be required for the higher team. In particular, all mentors are expected to co-operate to ensure the strongest possible team fields for Championship games at all levels.
- Every player should be defined as a member of a single panel in any particular code at the start of the playing year. Players should only move between panels with the agreement of the managers concerned. Managers wishing to use players from another panel must first seek the agreement of the manager concerned and only contact the player directly after such agreement has been obtained. When consideration is being given to bringing players from a lower team to a higher-level team, due regard must be given to the players longer term capability, the capability

of the lower team to field a team, and whether other players can or should move downwards as well.

- Managers should always be aware of player eligibility for lower grade teams in both league and championship and should pay reasonable regard to this eligibility when making decisions on team selection and particularly in relation to use of substitutions.
- Team managers at first and second team level in both codes should meet at least once per month to discuss such items as utilisation of dual players, movement of players between panels, joint training opportunities and other issues of common interest.
- All team managers and mentors are expected to act in a spirit of co-operation with other mentors in relation to player issues. The overall interests of the Club and the long term welfare of the player should take priority over individual team goals.
- Items of dispute or disagreement between mentors should be brought to the attention of the Adult Games Committee Officers for resolution. Team Mentors should never communicate negative views or encourage negativity among their players in respect of another team or other team mentors in the Club.

4. Membership

- The Club Rules provide that “All officers, committee members, managers, co-managers, mentors, sub-committee members and all players are required to be fully paid-up members by the first of January each year.”
- It is the responsibility of the Team Manager to make sure that all players and all team mentors have paid their membership subscription by the due date and that those that haven't are not permitted to play or be involved after that date.

5. Use of Facilities

- The allocation of pitches for matches will be decided at the Adult Games Meeting. In general, pitches will be allocated on the basis of Championship games getting priority over League, and League getting priority over Cup, Shield or challenge games.
- The order of team priority is Senior, Intermediate, Junior and Minor. Pitch 1 will be allocated in order of team seniority i.e. a Senior team will get priority over an Intermediate team; an Intermediate team will get priority over a Junior team and a Junior team will get priority over a Minor team. This is with the exception of a Championship fixture where Championship will get priority over a League/Cup/Shield game regardless of team seniority.

- Where there is a conflict of games between teams of the same grade, the team at the more advanced stage in the competition will get priority. If the fixture for a higher ranked team is a “dead rubber” (i.e. of no significance in terms of their advancement in the competition) the team whose match may determine whether they advance in the group will get priority.
- If two teams at the same level are at the same stage in a competition a toss of a coin will determine who gets priority.
- In the event of the re-fixing of a game after pitches have been allocated at the Games Meeting, the most senior team will get priority.
- All requests for pitches arising outside the Games Meeting should be raised with the Adult Games Secretary.
- The Adult Games Secretary will monitor the condition of Pitch 1 and is authorised to declare it closed and cancel/change fixtures if it is considered unplayable or at risk of over use.
- Teams are not permitted to train on Pitch 1 unless they have prior permission from the Adult Games Meeting or the Adult Games Secretary.
- Adult teams are not permitted to train on Pitch 2 at 12th Lock without the permission of the Juvenile Games Committee. All such requests should be put to Adult Games Secretary.
- Slots for Training on the All-Weather pitch will be allocated in accordance with the Schedule agreed periodically at the Adult Games Meeting. Teams wishing to use the All-Weather pitch outside of their allocated slot should contact the Adult Games Secretary.
- The Pitch at AGP 3 is available to adult teams for matches and training, and allocation will be decided at the Adult Games Meeting.
- The hire of external playing or training facilities which imposes a cost on the Club requires prior approval of the Club Executive (or the Chairman on behalf of the Executive).
- Teams who fail to abide by the above policies for pitch allocation will be liable to have access to certain facilities withdrawn for a period of time. Such sanction may be determined by the Adult Games Officers or the Adult Games Committee. Serious or persistent breaches will be referred to the Club Executive.
- The Club Bar and Function Room facilities are available for use by all adult teams. Teams are encouraged to use the Club Bar for team social events, after home games, etc. Any specific requirements should be requested from the Bar Manager.
- The Club Bar can provide sandwiches for both participating teams after major home fixtures (e.g. finals, senior championship games, etc.) or for visiting teams travelling a long distance from outside Dublin. Requests must be made to the Bar manager at least 4 days in advance.

6. Provision of Equipment

- Standard playing and training equipment (footballs, sliotars, cones, bibs, water bottles, & first aid equipment) will be provided by the Club. All requests to be made at the Adult Games Meeting.
- The provision of any additional equipment or resources requires prior approval of the Club Executive (or the Chairman on behalf of the Executive).
- All playing equipment remains the property of the Club. Team mentors are expected to mind the playing equipment they are allocated and be in a position to return it to the Club at the end of their term, or if otherwise requested.
- Each adult team should have a set of jerseys which will generally be passed on by the previous team management or be allocated by the Club. All sets of jerseys remain the property of the Club and teams are expected to mind jerseys and ensure they are in condition to return to the club or pass on to another team when required. Teams are not permitted to give jerseys to players (unless with the explicit agreement of the Club Chairman), or give/lend them for use by other teams outside of the Club.
- The Club will not fund the cost of new jerseys. Teams requiring a new set of jerseys are expected to source a sponsor to fund the costs.

7. Fixtures

- The Adult Games Secretary will circulate by email regular lists of adult fixtures that are issued by the County Board. Team Managers are responsible for making sure they are aware of their team's fixtures when they arise.
- Contact with the opposition team, referee or the County Board referees Co-ordinator in relation to specific fixtures is the responsibility of Team Managers. Issues to be referred to the County Competitions Control Committee (CCC) should be communicated via the Adult Games Secretary.
- Any additions, changes or cancellations to published fixtures must be advised to the Adult Games Secretary as soon as possible.
- Team managers are responsible for submitting match results to relevant County Board where required after each match.
- All Challenge games must be notified to the Adult Games Secretary at least 3 days in advance so that insurance can be arranged. Teams are not permitted to play challenge games that are not covered by insurance. Team mentors' risk being personally liable if fielding teams/players that are not covered by insurance.

8. Team Costs & Expenses

- The Club will pay directly all costs associated with team and player registration, entry to official competitions, player insurance and other fees and levies from relevant official County, Provincial or National Committees.
- Team Managers are expected to pay referees' fees, and can reclaim them from the Club. All Requests for Payment of Expenses must be submitted on the standard Team Expenses Claim Form. Copies of the Form are available on the Club Website. Receipts must be provided for any items claimed, other than referees' fees.
- Entry fees for tournaments are normally covered (in part or in full) by the Club, subject to prior approval of entry to the Tournament by the Adult Games Officers.
- Given the financial constraints on the Club, the Club is not in a position to finance any of the following; laundry costs, catering, telephone/texting, travel expenses, playing/training gear.
- The Club will cover the cost of having a physio present where required for Senior Championship and League games only. All other physio requirements will not be paid for by the Club, unless approved in advance as an exception by the Club Executive (or the Chairman on behalf of the Executive).
- Any exceptions to the above, or any costs for items not outlined above, require advance approval by the Club Executive (or the Chairman on behalf of the Executive).

9. Promotion & Public Relations

- Adult Team management are expected to support the promotion of their teams activities by providing regular match reports to the Club PRO for inclusion in Club Notes, Lucan Newsletter, local Newspapers, etc.
- Match results should be notified to the Club PRO immediately after all important fixtures.
- Adult Teams are also encouraged to arrange for up to date team photographs and other team information to be displayed on the Club website. Photographs etc. to be sent to the Club PRO or the relevant Website co-ordinator.

10. Sponsorship

- The sponsorship of the Clubs senior teams is generally arranged by the Club Sponsorship Committee (or relevant members of the Executive). Senior Team Managers are expected to work with the Club Sponsorship Committee (or relevant members of the Executive) in relation to any sponsorship issues, and to help source new sponsors when required.

- Other adult teams are encouraged to source sponsors to help cover team costs, e.g. to provide a set of jerseys, other playing gear or contribute to team costs. It is important that teams seeking sponsors do not cut across other Club sponsorship relationships. Accordingly, Team Managers should liaise with the Club Sponsorship Committee (or relevant member of the Executive) before approaching potential sponsors. All sponsorship arrangements must be notified to and approved by the Club Sponsorship Committee (or relevant member of the Executive).
- All Team mentors are expected to support and acknowledge their team and Club sponsors at appropriate opportunities, including participating in Club PR events when requested. Teams must make reasonable efforts to gain maximum exposure for Club sponsors and the use of jerseys other than those bearing the sponsors logo should be limited as far as possible. For important matches, any change of jersey should be agreed in advance with the Club Chairman.

11. Fundraising

- The Club Rules provide that “all areas of the Club, including each code, age-group and team, are expected to contribute fairly to the fund-raising requirements of the Club, and the Club Executive is mandated to take into account the contribution made in this regard when allocating the resources of the Club (including money, equipment and access to facilities) to different codes/age-groups/teams”.
- All Adult Teams (players and mentors) are expected to support all general Club Fundraisers (e.g. Club Lotto, Race Nights, Christmas Draws, Golf Classics etc.) It is the responsibility of the Team manager (or a nominee of the Team manager) to promote these events with their team and to actively work to get all players to support them.
- Teams are free to organise fundraising events for their own team, subject to; 1) prior approval for the event from the Club, 2) a contribution (amount to be agreed) from the funds raised to be given to the Club for general use, and 3) the use of the funds raised for the team to be approved by the Club. All such requests to be raised with the Adult Games Chairman or Secretary who will liaise with the Club Chairman and Executive as appropriate.

12. Injuries Reporting

- Any player sustaining an injury in an official fixture, a challenge match or an official training session should report the injury through their manager who will have it noted at the Thursday night’s Games meeting. Injuries sustained during matches should be reported to the referee. If the injury is only noticed after the game, the manager should contact the referee to ask that it is added to the referee’s report. The player can also contact the injury scheme administrator directly. Injury Scheme administrators’ contact details are on the Club website.

13. Discipline

- All Adult players and mentors are required to abide by the Clubs Code of Conduct which is available on the Club Website.
- Adult teams are also expected to be aware of and abide by rules and regulations issued by County Committee's or Competitions Control Committee's in relation to the operation of Club competitions and the use of county grounds and facilities. Teams incurring persistent fines from County Boards for rule breaches or indiscipline may be subject to sanction by the Club.
- Issues of indiscipline may be considered, in the first instance, by the Adult Games Committee. Serious or persistent breaches will be referred to the Club Executive Committee who may deal with them directly, or refer them to the Clubs Disciplinary Committee.
- Any Manager/Mentor found to be in breach of any of the policies within this document will initially receive a verbal warning from the Adult Games Chairperson upon investigation of the infringement of the rules. A further infringement will receive a written warning. If there is a third breach it will incur a fine of €100. Failure to pay the fine will result in the monies being deducted from the teams' referee's expenses.

Possible infringements can include, but are not limited to, using players without securing approval from the players primary team manager, using a Club pitch without the approval of the Games Committee, or any other breaches of Club policies.

14. General

- These Policies & Guidelines are approved by the Club Executive. The intention is to provide a fair and effective basis for the operation of adult games within the Club. It is not intended to unreasonably restrict well motivated Team Managers who it is recognised are operating in a voluntary capacity. The Club is open to, and will always consider, well intentioned proposals that are deemed in the best interests of the Club.
- Any queries in relation to the interpretation and operation of these Policies & Guidelines should be referred to the Adult Games Secretary.

Link for Club's Player Welfare Policy

https://sportlomo-userupload.s3.amazonaws.com/uploaded/galleries/7682_uploaded/b397726a6c9d49bc60c2f303ebc6434cd5f6f1c0.docx