



2025 Kilmeena GAA Underage Managers and Coaches Manual

Purpose of this Document:

The purpose of this document is

- to ensure the Team Manager and coaches have a common understanding of the issues they are likely to come across and to have a standard approach in the Club to the role of underage team management
- help new managers and coaches to get quickly up to speed on the tasks they will need to do and supports that are available to them
- help the club run efficiently and reducing the potential for misunderstandings, mistakes and conflict.
- Help the club succeed

This document does not address football coaching, training session structure, football skill drills etc as this is covered separately in official GAA Coaching Courses.

It is suggested that one Coach is designated as Team manager or the role responsibilities are shared out between the coaches.

Club Ethos:

The club's priority is to maximise participation in Gaelic football in an enjoyable environment that will be good for children in nearly all aspects of their development. E.g. Social development, physical fitness/health, teamwork, football skills etc.

At the lower age groups, the absolute priority is maximising participation and enjoyment with little emphasis on winning. At the older age groups there will be an emphasis on competitiveness, but the difficult dilemma is balancing this with maintaining enjoyment and participation of the complete group of players.

Coaches need to work together and cooperate across all teams for the betterment of the Children and the Club.

Verbal or physical abuse of Match officials must not be tolerated.

The GAA's Silent Sideline initiative must be observed for all age groups up to and including u14.

Child Safety:

There is a legal obligation for all Adults that are involved with children in the Club to have been Garda Vetted and have completed the GAA approved Child Protection course within the last three years. Please inform the Club Child safety officer if you or any of the Coaches with your Team have not completed the course or if you believe training has expired. The Child safety officer maintains a list of all training and dates.

A coach also can check their own Vetting and Child safety Training status in the Profile section of their Foireann account.

Obviously, the complete area of Child safety as covered in the training cannot be covered in this document, but the following points are highlighted

- No Coach should be alone at any time with a child or children without other Adults present
- No shouting, threatening or bad language when addressing children
- There are strict limitations on Males Coach's access to Girls Teams Dressing Rooms
- No physical contact with children
- No Camera phone use in dressing rooms by children or adults.
- Address any signs or bullying or isolation of a child by other children
- Maintaining good Child protection practices are also important for protecting a coach from false accusations.
- Report any Child welfare or Child safety concerns or accusations made to the Club Chairman and/or the Child safety Officer.

Communication:

Under Child protection rules, a Coach is not allowed to communicate electronically with a child. E.g. Phone call, WhatsApp, text messages etc..

It is recommended that the Team manager takes responsibility for all communications, including communication with parents.

The GAA nationally are in the processes of developing an App for Communication between Coaches and Parents. This has been promised for several years. Until the App is launched it is recommended that a WhatsApp group is used to communicate with parents.

The Manager can setup a Parents WhatsApp group so that everybody can send messages to the group **OR** alternatively the group can be setup so that only specific members of the coaching team can send messages – this will help stop excessive messages on the group. Parents can individually privately message the coaches with any replies or questions.

The Club Coaching officer has setup another WhatsApp group called “Kilmeena GAA Coaches”. All the team Coaches should be on this group.

The Manager should put up messages on this group that other Teams coaches or Club officials need to know about e.g. Proposed matches on the pitch, changes to normal training times, missing club equipment etc

Some messages on this WhatsApp group may also need to be forwarded to your Parents WhatsApp group e.g. Club events, requests for help etc..

In general, any communication to outside of the club, with County GAA structures or with other clubs or organisations must only be done by the Club secretary or LGFA secretary. Coaches may make contact with coaches in other clubs to discuss options around changing fixtures or organising challenge games etc. But the actual refixture approval or Challenge game application must be performed by the Secretary. The Secretary will forward any external communications received to the relevant Manager's email/WhatsApp or to the "Coaches" WhatsApp group.

Player Registration:

Every player and Coach needs to be a registered member of Kilmeena GAA club to be covered by the GAA injury fund.

Unregistered players must not be permitted to train or play for the club or to use the Gym.

Coaches must also be registered members of the club.

Players and Coaches should register and pay membership using the Foireann online system. Ideally the same email address or username should be used as was the previous year – this will greatly simplify the registration process.

Thereafter, it is the responsibility of the Manager to ensure that all players and coaches are registered, and their registration status can be checked on the Foireann online system.

Issues with Registration and access to the Foireann system can be addressed with the Club Registrar.

Booking of Facilities:

Each year, the Secretary of Bord na nÓg / LGFA prepares and updates the plan for the weekly Schedule use of Pitches, Ball wall and Gym. This may need to be updated a few times during the year.

Where individual once off changes to the schedule are required by a team this must be coordinated by way of a conversation with the other effected team and Pillar coach and the new agreement posted on the "Coaches" WhatsApp group.

No players under the age of 18 are allowed in the Gym without an Adult Coach supervision.

Official Games:

Mini games called “Go games” are played by children aged ten and below. A few points to note about this age group

- “Go Games” are small games called where no score is kept. “Go Games” are governed by a set of guidelines which will be circulated at the start of each season.
- It is important that these guidelines are followed as they promote fun and inclusivity.
- County Board will send on suggested fixtures for the oldest of these groups. These are normally played on Saturdays.

For older age groups that play competitive games, the county board circulate the games to the Club or LGFA secretary who will forward onto to Managers. These fixtures are also posted on MayoGAA.com and LGFA websites. West Board divisional games may sometimes not be displayed on the MayoGAA.com website.

Official fixtures will have Referees assigned and paid for by County Board. (exception here is U12 Girls where Manager must book and pay for Ref themselves before throw-in, Manger subsequently can organise repayment of fee from the club Treasurer)

Official fixtures will always take precedence over use of pitches for training.

Pitch sizes for different age groups are outlined in guidelines which are circulated at the start of the season. When setting up pitches before games, for safety please use Sandbags on Aluminium Goalposts to secure from falling over.

For Home games - The Team Manager is responsible for ensuring the dressing rooms are open for both teams.

Official Team Sheets from Foireann System need to be printed and signed by Manager. Two copies are required by the Ref. One of these is signed by Ref and given to the opposition Team Management by the Ref.

For Home Games it is advised to ask a team coach or one of the parents to act as Umpire at each Goal, the opposition is open to nominating Umpires also.

For boys’ games, the referee informs the County Board of the result and score line. For Girls Games, it is the responsibility of the home manager to submit the scoreline to the Club LGFA secretary before 9pm on the evening of the game.

Coaches are requested to take Team Photo’s and to upload picture and up a few lines of a brief Match report onto the Club Website. Ask a fellow manager for help uploading to website first time but it is straightforward and can also be done from a smart phone.

In circumstances where numbers are tight, it may be necessary to call up players from a lower age group to play or for subs. This practice should be minimised, and the requested players agreed first with the Manager of that player’s age group before contacting parents. If there is a conflict of Game fixtures the player should play with their own age group. Players must train with the own age group without exception, additional training with older groups must be agreed between both managers.

If a Manager wishes to video record a Game using the Clubs “Veo” system, the Club or LGFA secretary needs to send in notification to the county board and opposition in advance. Official approval back is required in advance of proceeding to record the game. The Senior Team management will normally have the Veo system as they use it most regularly.

Challenge games:

Where a manager wishes to organise a Challenge Game. It is advised to coordinate directly with the proposed opposition Club’s management on details. The manager of the Home Team for the Challenge must source an official approved Referee for the Game. The Home Club normally is responsible for paying the referee.

When details agreed, the **Home Team** needs to inform their Club or LGFA secretary of all details including Ref name, as the Club is obliged to submit an official application to the County Board for permission to play. The application usually needs to be submitted around a week in advance to receive approval back in time. Unapproved games are not covered by insurance.

If the contact details of another Team’s management is not known, it is suggested to request our Club Secretary to email the other Club’s secretary for the relevant Team Management contact details.

Where possible please upload Match Photos and Brief reports to club website as for official games.

Rescheduling Games:

In exceptional circumstances, official Fixtures may not be able to proceed for various reasons. If a Team requires to re-scheduled a fixture, then that Team Manager need’s to get agreement from the opposition’s Team Manager on a new date/time/location. If the opposition does not agree to a refixture then normally the Game is conceded by the Team that cannot fulfil the fixture.

If a rescheduled fixture is agreed with the Opposition Management, (or if a match is to be conceded) then the Club or LGFA secretary needs to be informed as soon as possible, they will then email the County board of the agreed refixture and copy the Opposition Club Secretary. The County Board should normally inform the Ref of the refixture but always double check that referee was informed of the change.

If the opposition is requesting the refixture – then it is their secretary’s responsibility to inform the County Board

Transport/Trips:

The club encourages carpooling by parents to away games as this gives our teams better away support and saves the Club very significant expenditure. If in an exceptional circumstance the Team Manager wishes to organise a Bus to an away fixture, then advance approval is needed by the Club Chairman or the Club Treasurer.

Non-Football outings must be discussed in advance of finalising plans with the Club Chairman.

A Club Outing Parental consent form must be completed for all children in advance of outing. (see Appendix for Blank form)

Injuries and Incidents:

All player injuries or any other incidents must be recorded in the Incident/Injury form (See Appendix for Blank Form).

Incidents include altercations, abuse, accidents, injuries etc.

Each Team should have a first aid kit and ideally a trained First Aider at matches and training sessions.

Where more serious injuries requiring medical attention occur, the Manager also needs to inform the Club Secretary who is responsible for the Central GAA Injury Treatment Insurance Scheme. If an injury is not informed and not registered on a timely basis, then a later insurance claim for treatment will not be processed by the Insurance Company.

Where there is need for Physio treatment of a player, the Manager must inform the Club Coaching Officer, who will authorise use of the Club's Physio. Requests for reimbursement of Treatment expenses that do not follow this procedure will not be considered.

In the event of Head Injury, a player must be removed from play for the remainder of the session or game and if necessary, referred for medical attention if concussion is suspected.

If a player is returning to play following a medical procedure of any type (e.g operation, bone fracture, concussion etc.), then a Parent needs to confirm in writing or by message (WhatsApp, Text or email etc) that their Child has Medical approval to return to play.

The Club Defib is located in the back of the stand.

Equipment:

Every team will be equipped with balls, bibs, set of jerseys and first aid kit.

Each team will have a locker assigned for storage of their specific training equipment, Balls, First Aid Kit etc...

All Equipment other than Balls, First Aid kits, Bibs and Jerseys are stored in the Gym Building on the Timber shelves and should not leave the Facility e.g. cones, Poles, ladders, Tackle bags etc...

Pat Mulchrone is Facilities Manager and he should be notified of missing or damaged equipment.

Size 4 Balls are used for all age groups except U16, U17 & U18 Boys who use Size 5.

Only O'Neills Match Balls are allowed to be used for official matches.

The Club Coaching Officer can be contacted for requesting additional balls.

Team Manager will need to assign someone to be responsible for washing Jerseys and bibs (or possibly a rota of coaches or parents).

Balls and Equipment are a large expenditure for the Club so looking after club property is important aspect of Team Management.

Any sponsorship of training gear or Jerseys must be discussed in advance of proceeding with a member of the Club Executive.

At the end of the year all Gear including, bibs, Jerseys should be returned to the assigned gear locker

Coaching resources:

All Coaches should have at a minimum completed a Coaching Fundamentals Level 1 course. As part of this course each Coach should have received a Resource pack with Information on organising Training sessions.

Some additional Coaching Skills resources are available online at

www.connachtgaa.ie/coaching/resources/

www.learning.gaa.ie/

www.kilmeenagaclub.ie/downloads (Player Pathway & Skills Booklet, Coaching Best practice etc..)

Role and Responsibilities of the Club Coaching Officer:

The Club Coaching Officer will promote best practice in coaching and games development in the Club, helping to ensure that there is a regular program of games for all players. He is accountable to the Club Executive.

The Club Coaching Officer also be Chairperson of the Club Coaching and Games Committee and will be responsible for organizing periodic meetings of all coaches to review and evaluate progress within the club. The functions of this committee should be to promote underage activities in the local community and on player and mentor recruitment.

The Club Coaching Officer will forge close links with the three primary schools, ensuring the club provides sufficient support through the provision of coaching and games to the pupils. Where appropriate, develop a relationship with local post primary schools.

The Club Coaching Officer will encourage all club coaches to attend appropriate courses, workshops and seminars and receive coaching qualifications. The Club Coaching Officer will oversee the recruitment, appointment and development of coaches within the club, e.g. by sourcing mentors. The Club Coaching Officer will lead the development and implementation of a Club Coaching Plan (Requesting assistance from County Coaching & Games team if necessary). Key areas listed below

- Oversee the appointment of head and assistant coaches for the year
- Child and Youth Games Opportunities (Go Games, Super Games Centers, Feiles, Youth tournaments, underage leagues and championships).
- Learning & Development (Implement best practice concerning Foundation, Award 1 & 2 coaching qualifications)
- Talent Academies (County Development Squads)
- Camps (Summer, Easter and Halloween)
- Football Development & School Initiatives (Primary/Secondary School Link)

Team (Pillar) Coaches for 2025:

U10 Boys: Sean Kelly
U12 Boys: Brian McManamon
U14 Boys: Michael Gavin
U16 Boys: Jim Cannon
U18 Boys: John Doherty
Adult Men: Damien Egan / Padraic Moore
U10 Girls: John Moore
U12 Girls: TBC
U14 Girls: Mairead Durkan
U16 Girls: Mairead Durkan
U18 Girls: John O'Grady
Adult Ladies: John O'Grady

Club Officers for 2025:

Club Chairperson: John McDonald
Club Secretary: Mary Slattery
Club Treasurer: Kathleen Murphy / Maura Hastings
Bord Na nÓg & LGFA Chairperson: Peter Mortimer
Bord Na nÓg & LGFA Secretary: Majella Mulchrone
Club Coaching Officer: Darren Madden
Club Registrar: Lucy O'Malley
Child Protection Officer: Majella O'Malley
The "Club Officers" are Chairman, Secretary & Treasurer(s)

Appendices

Kilmeena GAA Club Injury & Physiotherapy Procedure 2025

Injuries:

If a player is injured during a game or at club training, the player should:

- Inform their manager immediately & an incident form should be completed by the manager.
- The Manager should refer the player to one of the club physios for assessment and should notify the club physio of the injury.
- If the club physio refers the player to another medical specialist, the player/parent must inform the manager and the club secretary, as a GAA player injury claim may need to be raised.
- All medical expenses should initially be claimed against the player's private health insurance if applicable.
- All original receipts must be retained and provided to the club secretary in the event of a GAA player injury fund claim.

Physio Sessions:

- The club will only pay physio costs where the player has been referred for physio by their team manager
- The manager must notify the club physio, verbally or by WhatsApp, in advance of the player booking an appointment.
- Managers should only refer players who have an injury resulting from club games/training.
- Injuries sustained outside of club activities will not be covered by the club.
- Players should attend sessions with the club physios (John Reilly/Julie Moore) where possible.
- The club will pay up to €50 for an initial physio assessment and a treatment plan will be given by the club physio if required.
- The club physio should liaise with Club officers (Treasurer / Chairperson / Secretary) if the treatment plan is for a serious or on-going issue.
- If another Physio is used the manager should notify one of the club officers (Treasurer/Chairperson/secretary) in advance of any treatment commencing.

Kilmeena GAA Incident/Injury Reporting Form:



General Description of Incident: _____

Date & Location of Incident: _____

Detailed Description of Incident: (include personnel involved, witness names, any background information & follow up action taken)

Form Completed by _____ Dated: _____

Form should ideally be completed within 2 days of Incident/Injury & returned to a Club Officer or put into Clubhouse Letterbox in a sealed envelope.



KILMEENA GAA CLUB

Club Outing Parental Consent Form

Please complete this form in full and return to your Child's Team Manager.

Details of Outing: _____
Date of outing: _____
Drop off point: _____ Time: _____
Collection point: _____ Time: _____
Contact Person: _____

I give permission for my child to participate in the above Kilmeena GAA club outing.

Child's Name: _____

Parent/Guardian mobile No: _____

Please state if your child has any specific illnesses, conditions, allergies of which we should be aware:

Is your child currently taking any form of medication? Yes/No: _____ If yes, please give details:

Photographs may be taken which will be used to promote the Club activities.

Parent/Guardian Name: _____