



Cumann Lúthchleas Gael

# PORTLAOISE

Gaelach i gCroí agus in Aigne

## Standard Operating Procedures

### 1. Introduction

The Standard Operating Procedures set out in this document forms the framework for the day to day management and control of activities within Portlaoise GAA Club. All members of Portlaoise GAA Club will be required to abide by these operating procedures.

These Standard Operating Procedures are in keeping with the ethos and rules of the Gaelic Athletic Association, the Ladies Gaelic Football Association and the Camogie Association. In setting out these procedures Portlaoise GAA Club fully endorses and subscribes to the One Club Guidelines (June 2017) and will work towards the harmonization of club structures and procedures to achieve the objectives of the One Club approach

### 2. Our Structures: Club Officers

The following officers are appointed by Portlaoise GAA Club at the Annual General Meeting:

- President
- Vice President
- Chairperson
- Vice Chairperson
- Secretary
- Assistant Secretary (Football)
- Assistant Secretary (Hurling)
- Treasurer
- Assistant Treasurer
- Public Relations Officer
- Registrar
- County Board Delegate
- Health and Wellbeing Officer
- Coaching Officer



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- Players Representatives
- Games Chairpersons (Juvenile, Ladies Football and Camogie elected by respective Games AGMs and ratified by Club Committee)

### 3. Our Structures: Club Committee

The Club Committee has responsibility for the governance and successful operation of all aspects of the Club. The Club Committee will oversee all units of the Club and will foster and promote co-operation between them. Key responsibilities include –

- Facilitating the development of a Club Plan.
- Conducting an AGM on an annual basis.
- Overall governance of the Club.
- Developing an annual budget for the Club and allocation of central funds as required.
- Appointing and coordinating the work of the Club's committees
- Determining Club membership subscriptions and ensuring their collection.
- Representing the entirety of the Club with local authority and third party bodies. This does not preclude day to day operational contact by representatives of sub committees with outside bodies.
- Authorising all capital expenditure in relation to the provision of facilities for the Club.
- Ratifying membership of all committees within the Club.
- Upholding the Clubs constitution and code of conduct in line with the rules of the GAA

The Club Committee will consist of 3 groups of role holders, elected by the members of the Club.

1. Club Officers as elected at the Club AGM.
2. Games Chairpersons and Secretaries as appointed by each games code within the Club and ratified by the Club Committee.
3. Committee positions filled by ordinary members as elected at the Clubs AGM.

The Club Officers and Games Chairpersons and Secretaries (groups 1 & 2) will meet periodically as agreed at the AGM, while the full Club Committee will meet on a monthly basis to update on the work of the Clubs sub-committees and exchange information.

### 4. Games Committees



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Our Games Groups comprises of 5 sections, each organised into separate sub committees who have responsibility for the day to day administration and promotion of our games.

The Club Committee - coordinating all adult Football and Hurling activity.

The Ladies Football Committee - coordinating all Ladies Football activity from under 8 to Adult.

The Camogie subcommittee - coordinating all Camogie activity from under 8 to adult.

The Juvenile Committee- coordinating all Football & Hurling activity from under 6 to under 18.

The Games Development Committee – coordinating coaching and games development including engagement with and support for schools in the Portlaoise area.

Responsibilities will include membership, fundraising, games promotion and maintaining/managing training & match related equipment. Each section will, through active engagement with mentors, ensure that there is a balanced programme of games and training in place and that all players get an opportunity to play and participate. All sections will ensure that all games related activity is managed in line with the Clubs Standard Operating Procedures.

The coordination and governance of all Games related activity within the Club is managed by the Club Committee, comprised of the Club Officers and club members nominated at the Annual General Meeting. The Club Committee responsibilities will include:

- Oversight of player welfare considerations, and in particular ensuring the appropriate management and welfare of dual players.
- Coordinating our overall Games Calendar, including pitch allocation for training and matches.
- Oversight of the selection of team mentors across all codes including ratification of recommendations made by the Games Committees (i.e. including Juvenile, Ladies and Camogie).
- Oversight of games related governance, including Garda vetting for team mentors, and player registration.

Coaching and Games Development will be responsible for the preparation and implementation of the Clubs Games Development Plans, covering four key areas –

- Coaching Excellence and Education
- Skills and Games Development
- Club and Schools Alignment
- Player Retention and Progression



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## Mentor Ratification

The Chairperson, Secretary and Vice-Chairperson of each Sub-Committee (Senior Committee, Ladies Football, Camogie and Juvenile sections) will be responsible for appointing team managers and mentors for teams within each code.

All management teams will be subsequently ratified by the Club Committee. In line with the Club Constitution, Senior Managers must be ratified at the Clubs AGM. All mentors (new and existing) will be reviewed by the Club Committee in conjunction with the individual codes on an annual basis.

## Team Management Guidelines

The following are a set of operating procedures for Team Mentors and provide information, guidelines and requirements to support the effective running of our teams. These are not intended to be an exhaustive list and any queries or additional information required should be directed to your Games Section Chairperson or Secretary.

## Membership

- Team Mentors are advised that it is imperative that the team management and players are fully paid up members of the Club. Players who are not fully paid up members will NOT be covered under the club player injury scheme. Furthermore, the playing of an unregistered player is in contravention of GAA rules and will result in sanctions.
- Team Mentors are responsible for ensuring that all panel members and mentors have paid their membership by the appropriate deadline
  - Men's Football and Hurling, Camogie & Juvenile sections: 31st March each year
  - Ladies Football: 31st May of each year
- After these dates, no player is permitted to play or use Clubs training facilities if they are not a registered member of the club. All queries in relation to membership should be directed to the Games Section Secretary or Chairperson.

## Matches

Mentors of Men's Hurling and Football teams should email the Club Secretary ([secretary.portlaoise.laois@gaa.ie](mailto:secretary.portlaoise.laois@gaa.ie)) of any challenge matches giving details of age group, opponents, referee's name, time and venue. The Secretary will then notify the County Board Secretary. 3 working days' notice is required for challenge matches within the County, while 5 working days' notice is required for matches outside the County.



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Ladies Football & Camogie mentors should email their Games Secretary with details of any challenge matches giving details of age group, opponents, referee's name, time and venue.

Mentors should keep a record of match & training attendance. Players should be required to notify their coach if unable to attend training or matches. All team mentors must have a team sheet, which should be filled in with full list of panel in Irish, except for Ladies Football which can be detailed in English using the official book. Players are numbered on this sheet on the day of the match and must play as numbered. Two signed copies to be given to the referee with the appropriate fee before the start of the game.

For convenience, a club team sheet template can be used. A soft copy of this team sheet will be available from the Club website. It is recommended mentors complete this master template with the names of their panel prepopulated. Referee's fees and entry fees for blitzes/tournaments can be reclaimed via Club Expense forms. All expenses must be submitted routinely during the year (at least quarterly and no later than Oct 31st).

Where numbers allow, full age players should be given priority over a player from a younger age group when selecting panels and teams. Commitment & dedication should also be used as a measure for selection. This should be the basis of our selection policy for ages up to and including 16 years of age. Any request to deviate from above must be ratified by the relevant Games group.

## 5. Our Players

Ultimately as a sporting organisation our main focus and priority as a Club is the development of our players and our teams, and ultimately success in competition for our adult teams. As a Club, we will strive to provide the environment to support these objectives.

To that end, our players are central to the activity of our Club and it is important that we encourage and support our teams as representatives of Portlaoise GAA Club.

Over the course of a player's career, significant time and effort is spent by many from across the Club to provide and maintain proper playing facilities, organising the running of our teams, and the administration of our games. Player participation in our Club needs to extend beyond representing the Club in games or using the Clubs facilities for training.

As members, we are all privileged to be part of our Club. We have a collective responsibility to support the continued growth and development of our Club through a culture of involvement and giving back.

As such, our players should consider ways in which they can contribute to the development of our Club and to this culture of involvement.



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- Participate in a roster of coaching our underage teams and academy.
- Once finished playing, take a team for a period of time.
- Acknowledge the work of those around you who make it possible to play our games.
- Acknowledge those who support your team.
- Respect our facilities.
- Support other teams in the Club in all codes.
- Support our fund raising efforts during the year.

## 6. Games Finance

The cost associated with the running our teams is significant and needs to be carefully managed by all. These costs include the maintenance of our pitches and dressing room facilities, team affiliation fees to the County Board, referee fees and the provision of team gear and equipment. These costs are far in excess of player membership fees and so fundraising and the control of expenditure are a necessary part of Club activity.

### Expenditure

- Each Games Section is required to plan a budget of expenditure at the start of each season to be provided to Club Treasurer.
- The purchase of any equipment (training & match related) must be requested through the relevant Games Section Chairperson, who must get approval from Club Chairman or Club Secretary.
- The purchase of equipment or team gear will be managed centrally and distributed to the relevant Games Section Chairperson or Secretary. Under no circumstances should equipment be purchased outside of this process.
- All equipment purchased remains the property of the Club and mentors are required to take care to manage allocated team equipment.
- Each section must undertake a stock-take of all equipment at the end of the season, and ensure all relevant equipment is passed on to the incoming manager.
- All expenses must be approved by the Games Section Chairperson and/or Secretary **before** purchase.
- Claims for all expenses incurred should be submitted via a Club Expenses form, vouched where appropriate. Expenses must be submitted at least quarterly and no later than 31st October.
- Out-sourced match day Physio's for Adult teams will be considered on a case by case basis. All teams are encouraged to have a trained first aid club member in attendance at matches. The Club will schedule First Aid training throughout the year to facilitate this.
- Teams are encouraged to use the Club facilities for post-match refreshments.



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## Fund Raising

Fund raising is an essential part of Club activity to enable us to meet the running costs of our teams and infrastructure (pitches, etc.). All sections are required to proactively participate in Club fund raising activity. The following points should be observed -

- All fundraising events must be approved in advance by the Executive to ensure any events, including target sponsors / donors are identified.
- All funds raised on behalf of the Club (and/or team) must be lodged to Club accounts through the Club Treasurer.
- Any funds raised are not automatically ring fenced for equivalent team expenditure. Any expenditure needs to be assessed as reasonable and on its own merits.
- All Codes, working with the Clubs Fundraising Committee, are charged with heading up a minimum of one fundraiser per year. All mentors should participate in the promotion of their section fundraiser and more generally engage with and support the Clubs broader fundraising efforts.
- Over the course of the year, the Club will run a number of Club-wide fund raising activities, including general social events in the Clubhouse. Mentors are asked to encourage parents and, where appropriate, players, to participate in these events which often have the added benefit of building up engagement between Club members.

## 7. Coaching Best Practice

### Mentoring Underage Players

- Team mentors and members working with underage players (up to 17 years of age) must be Garda Vetted. Garda Vetting details can be obtained from Children's Officer and/or Games Section Secretary. All applications are processed online.
- Team Mentors should never enter a dressing room alone. Always ensure you have another mentor or parent with you.
- Team mentors should treat all players equally regardless of age, gender, ethnic/cultural background, religion, sexual orientation, or ability.
- If worried about a player's behaviour, mentors should discuss their concerns with the Children's Officer.
- Remember as a Coach you are in charge of training session. Appoint assistants or ask parents to stay to avoid being alone at a session.
- Ensure the safety of players is paramount at all times.
- Make sure all players are included and suitably challenged during sessions.
- Keep note of any safety related incidences/accidents that occur during sessions and ensure they reported in writing to the Club Secretary.





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- Mentors should keep a record of training attendance. Players should be required to notify coach if unable to attend training.
- Players not showing commitment to his/her own age group, should not play for the older group. Regular attendance at training sessions should be taken into consideration when selecting teams.

## All mentors

- All team mentors must acknowledge that they have read and understand Club's Code of Practice. Signed acknowledgement to be returned to Games Section Secretary.
- In order to comply with the Code of Practice, no coach should work alone with a team. It is imperative that all female teams must have at least one ADULT FEMALE mentor at all times. This is vital for the safety of both the players and the coaches.
- Coaches should develop a good understanding of the GAA Coaching Manuals and ensure that they have the appropriate coaching certifications.
- As a minimum all coaches should have attained Foundation. All lead coaches must work towards Level 1.
- It is mandatory for all players to use a mouth guard in all Gaelic football matches and training sessions.
- All Club hurlers must wear a helmet with faceguard at all times when holding a Hurler on the pitch for matches and/or training sessions.

## Communicating with Players

- Team Mentors should seek contact details from parents of underage children (up to 17 years of age). No direct contact is allowed without written parental consent.
- Be aware of the Club Policy on texting underage players and should only use group text. For underage players on adult teams, parents contact details must be included in all communication.
- Clearly communicate training schedules and Match fixtures to parents & payers with sufficient notice.

## 8. Dual Players

The Club promotes Football, Ladies Football, Hurling and Camogie on an equal basis. It is important that the Club operates as one unit where the aims and objectives of different codes, teams and players are aligned. The application of these rules should be based on a common sense and cooperative approach. Competition should be with opposing Clubs and not among teams within the Club.





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Under no circumstance should the player be placed in a position of conflict between teams. No player should be made choose a code by any manager. Ongoing **communication** between mentors and the relevant games groups is essential to ensure the effective management of our dual players and the avoidance of any potential conflicts.

In the first instance, Team Managers / Head Coaches are expected to liaise with each other to ensure ongoing communication and planning occurs throughout the year to support the effective management of dual players.

In cases where consensus cannot be achieved between Team Managers / Head Coaches, they should work with the Club Chairperson and Club Secretary to discuss and arrive at a reasonable solution. In the unlikely event a dispute remains, the matter will be referred to the Club Committee who will make a final decision as appropriate.

The following rules should be applied to ensure dual players are not compromised and conflict situations are avoided:

- Dual players should be facilitated to attend training session at each code as appropriate.
- In the week prior to a Championship or League play-off game the player(s) will be available solely to that code for the purposes of training.
- Prior to a League game, players should attend the preceding training session in that code. No dual player shall be asked or expected to play in a Challenge game 3 days prior to a League game in the other code.
- No dual player shall be asked or expected to play in a Challenge Game in the week prior to Championship or League play-off game.
- No dual player should be asked or expected to train with the other code in the day preceding a League game.
- Work, school, college and exam schedules should be taken into consideration when agreeing attendance levels at games and training across both codes.
- Any concern or request to deviate from above guidelines should be raised with Club Chairman and will be discussed with all parties. The Club Committee decision is final.

## 9. Playing Gear

- The Club's Executive has established an official range of club wear, including a standard jersey.
- Club wear is available from the following designated outlet – Colgan Sports.
- The ordering of gear for a team must be pre-approved and managed centrally as outlined of page 5 of this document (Games Finance).
- The reproduction of the Clubs crest on unofficial gear is not permitted.
- All management teams are requested to ensure that all players from u12s up wear club shorts (or skirt), club socks, and official team jerseys for all official matches.



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- It is important that all teams are appropriately toggled out in the proper gear. At all times the image of the Club as portrayed by members must be positive.
- In the event that a team sponsor wishes to purchase gear for a team, this should be discussed in advance with the Games Section Chairperson and / or Secretary and approved in advance by the Club Chairperson and /or Secretary.

## 10. Games Promotion / Match Reports

Communication is an important part of the promotion of our games and engaging with our members and the broader community. All communication related to Club activity should seek to support our brand and image as a sporting organisation as well as informing members and non-members about our activity and achievements.

The Club uses a number of official channels to promote its activity including the Club website ([www.portlaoisegaa.ie](http://www.portlaoisegaa.ie)), social media (Facebook, Twitter), email, notice boards and local newspapers.

Where appropriate, the Club will also use signage at appropriate points to advertise upcoming events and games.

Each Games Group has an appointed PRO who should liaise closely with the Club PRO. Mentors are requested to work closely with their respective Games PROs to promote upcoming games as well as preparing match reports for broader publication as appropriate.

Team mentors should appoint an individual (mentor or parent) to record and submit match reports to the Games or Club PRO via a designated email address. A match report template will be made available on the Club website.

Under no circumstances should members use communication channels e.g. Facebook or Twitter to bring the Club or other Club members into disrepute. The misuse of social media can have significant implications for the reputation of the Club and / or its members and any breach of the Clubs Policy on Communications by a Club member may necessitate further action up to and including under the Clubs Disciplinary Procedures.

## 11. Injury Claims

The Club uses the GAA Medical Injury Claim Scheme (1) run by Willis Ireland for all male playing members. Ladies Football is covered by a scheme administered by the LGFA (2). Camogie is covered by a scheme administered by the Camogie Board (3).

Risk is an inherent factor in sport, as in life. When members voluntarily take part in Club activities, they accept the risks that such participation may bring.



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These injury schemes do not seek to compensate fully for injury but to supplement other schemes such as Personal Accident or Health Insurance.

Ultimately, the responsibility to ensure that adequate cover is in place lies with the individual member, commensurate with his/her specific needs.

## GAA Medical Injury Scheme (1)

The GAA Medical Injury Scheme (1) is funded entirely from Club and GAA funds with no outside (e.g. insurance) involvement. There is no legal obligation on the GAA to provide such a scheme. Please note the following:

- There is no Insurance fund available to cover medical expenses.
- Portlaoise GAA Club subscribes to the “GAA INJURY BENEFIT FUND” which is administered by WILLIS Insurance.
- This fund only covers unrecoverable expenses for inpatient & outpatient hospital procedures for injuries arising from participation in or related to Club activities (e.g., training/games)
- The Claimant must be a fully paid up member at Juvenile or Adult level when the injury occurs.
- This fund only provides cover for unrecoverable losses up to a max of €4500, subject to the acceptance of a claim by WILLIS.
- All other expenses and / or excesses are the sole responsibility of the player.
- This fund does not cover pre-operative physiotherapy.
- The Club will cover the cost of an A&E charge. All subsequent hospital related claims must be submitted via relevant WILLIS claim Form.

## Process

- All injuries incurred during matches **must** be reported to the referee at time of injury. This will be required for injury claims.
- All injuries **must** be reported to the Club Secretary.
- The injured player must complete an Injury Claim form. Forms can be downloaded from [http://www.willis.com/sites/ireland/GAA/is\\_forms.htm](http://www.willis.com/sites/ireland/GAA/is_forms.htm). or via the Clubs website or obtain form from the Club Secretary. This form must be stamped by the doctor or dentist attending, stating the nature of the injury. Please note that injury claims must be **submitted within 60 days of the injury**.
- All claims forms must be signed by the claimant and forwarded to the Club Secretary for processing and record keeping and processing with the Insurer.
- Receipts can be submitted after treatment and payment by the injured player.
- Claims can only be processed in accordance with guidelines set out by WILLIS. Please note that incomplete forms or missing information (e.g. receipts, referees reports) will result in the non-approval of a claim by WILLIS.
- Disputes regarding claims must be brought to the attention of the Club Secretary.



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## Ladies Football Injury Scheme (2)

The following is a summary of the Ladies Football Injury Scheme (2). Full details can be accessed at the following link. [www.ladiesgaelic.ie/players/injury-fund/](http://www.ladiesgaelic.ie/players/injury-fund/)

### What is the Injury Fund?

- The injury fund is an injury scheme and NOT an insurance scheme and does not seek to compensate fully for injury, rather to lessen the hardship to players and officials. The fund should supplement other schemes where applicable, i.e. VHI, LAYA, etc.
- The Injury Fund covers those in the fund for injuries sustained in an official competitive or challenge game or an official and supervised training session
- All players must be registered to the fund.

### What are the Benefits of the Scheme?

- Dental: Unrecoverable dental expenses up to a maximum of €3000
- Medical: Unrecoverable medical expenses up to a maximum of €5000
- Physiotherapy sessions shall be limited to a **maximum of 6** sessions. If subsequent sessions are required a full report must be submitted by the registered chartered physiotherapist or physical therapist. Further payment will only be considered on receipt of this report. Physiotherapy is required to be carried out by individuals with an appropriate third level qualification, who are members of a regulatory professional body in line with their qualifications and who have appropriate insurance/ indemnity.

### What is the Procedure if a Player requires Private Treatment?

- Private treatment is defined as any treatment that is paid outside of the public health treatment system. **Prior permission from the Secretary of the Ladies Football Club must be received in advance.**
- Any request for private treatment must be supported by documentation from a Medical Practitioner to show reasons why private treatment is necessary.
- Private Treatment involves a step by step procedure
  - Permission to see a Consultant – send Doctors letter to Head Office
  - Permission for a MRI scan – send consultant letter to Head Office
  - Permission for surgery – send results of MRI and consultant letter to Head Office
- If a submitted claim is not fully documented, the necessary documents may be requested by the Insurance Officer, or declared void
- All payments are made directly to the applicant



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## What are the Main Guidelines for Players?

- Report any suspected injury to your team manager immediately.
- When completing the Application Form, print your name, address and club clearly under Section 1
- Ensure permission is sought for private treatment
- A copy of all forms, receipts, letters, etc. sent should be kept and any correspondence received should also be kept
- Where a preliminary claim has been submitted, a report and update on the claim must be submitted within one year from the date of the preliminary notice to validate the claim
- All claims for which preliminary notices have been received must be lodged and validated within two years of the original preliminary notice except in exceptional circumstances
- Injury claims will be monitored on a claim by claim basis and a player who plays while receiving treatment may have her claim disallowed.

## What are the Key Guidelines for Officials / Managers?

- Report any injury to match official immediately
- Ensure all injuries are reported to injury claims secretary
- Ensure all details on form are completed and in order prior to forwarding claim
- Ensure forms are forwarded on time
- Ensure a plentiful supply of all forms are available and accessible for all players
- Establish a register of claims for your own records

## Camogie Insurance Scheme (3)

All juvenile and adult Camogie players registered with the Club will participate in the Aviva Sports Personal Accident Insurance Scheme should they incur an injury while training or playing for the club.

How to claim:

- All claims should be notified to the Club Insurance Officer within fourteen days from the date of injury.
- If you have private medical insurance, you must send all of your receipts to your provider first. They will then give you a statement of account showing what they will and will not cover. This should then be submitted through the relevant player injury scheme. Please keep a copy of your receipts as these will not be returned by your insurance provider.
- Please be aware that all new players who have joined the club mid-season need to be added to the insurance policy. Please contact the club insurance officer and provide them with your name and date of birth. Otherwise the player will not be



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insured if they sustain an injury. (Please do not assume that the club registrar has done this).

- All claims must be reported within 60 days from the date of injury.
- Medical expenses incurred up to 12 months from the date of injury are covered by the scheme, subject to the conditions of the scheme being met.
- All subsequent outstanding claims documentation must be submitted within 15 months from the date of injury.
- All Physio claims must be referred by a medical practitioner.
- A copy of the referees report must be returned with all claim forms. If the injury did not occur during a match, a letter from the Club Secretary must be provided confirming the player was injured as part of an official club training session / activity.

Claim forms for all schemes (1, 2, 3) will be available on our Club website.

## 12. Guidelines for use of our Pitches

The following guidelines will apply to the use of our pitches and facilities at Rathleague, Portlaoise, Co. Laois:

### Facility Care

- The allocation of pitches for all training and games, the use of the gym, ball wall areas or meeting rooms is coordinated by the elected Grounds Coordination Officer.
- The Grounds Subcommittee will decide if our pitches are playable. If any pitch is unplayable, the Grounds Sub-Committee will inform the Grounds Coordinating Officer and the Club Secretary who they in turn will then contact the relevant secretaries.
- All drills, runs, shuttles, etc., and intensive warm ups that may cause damage to the playing surface of the pitch must be carried out on identified locations off the pitch.
- Conditioned games should be played across the pitch where possible. This will protect the goal-mouths, which are the most susceptible areas to damage.
- Any team using our pitches for games must put out flags and also take them down after the game in their allocated location.
- Juvenile goals must be secured before and after use (important for Health and Safety purposes).
- All bottles/gear/rubbish should be removed from side lines of both home team and opposition and the area surrounding pitches following matches to ensure area is kept neat and tidy.





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- The last team in Rathleague must ensure that dressing rooms and gates are locked and that any lights are switched off.
- The Grounds Subcommittee will co-ordinate a schedule for cutting & lining of pitches. Each Games Code will be required to participate in this schedule and assist when required.

## Pitch Allocation

- Pitches will be allocated on a weekly basis via the Clubs 'Pitch Allocation Notice Board'. Bookings to be made by the agreed time. Requests for additional bookings or match fixtures should be made via the Club Grounds Coordinator. In the unlikely event of Fixture clashes, please refer to the Club Secretary. Late bookings or changes may not be able to be accommodated.
- Team Managers looking for a change of fixture must take into account and respect existing fixture schedules involving other teams.
- Any correspondence with Laois GAA regarding fixtures must be handled by the Club Secretary.
- Local primary and post primary schools will be entitled to apply for the use of club pitches for midweek school matches, on a fixture by fixture basis.

## Home Games

- Each games section is responsible for the collection of gate receipts for applicable games (adult competition).
- All gate monies must be forwarded to the Club Treasurer to lodge to Club accounts.

## Dressing Rooms

- Dressing rooms should be locked while players are on the pitch. Team Mentors will be responsible for locking up and turning off lights in dressing rooms and toilets.
- Team Mentors should ensure that dressing rooms/showers and general areas that are occupied by teams, prior to, during and after training and matches are kept clean and are not damaged in any way. Each team is responsible for cleaning all used dressing rooms after matches.
- The use of cameras, smart phones or any other recording device or medium is strictly forbidden in the dressing room and surrounding areas.
- Valuables are left in the dressing room at the owners own risk.





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## Ball Wall

- The Clubs Ball wall facility is permitted for use by players and teams only. Non-members are not permitted to use the ball wall facility.
- No activity is permitted in the Ball Wall after 9pm.

## Equipment Stores

- The equipment stores should be kept tidy at all times.
- All equipment should be returned to their relevant store after training/match is complete and locked.

## Keys

- Keys should be used to open and close dressing rooms and the gym and should be put back after use. Under no circumstances are keys to be removed from the premises. Combination codes for gate and dressing rooms will be issued to mentors via the Games Section Secretary.
- Mentors are required to ensure the safe keeping of keys and are not permitted to communicate combination codes.

## Meeting rooms / Kitchen

- For club members use only but availability at the discretion of the executive committee. Bookings through the Grounds Coordination Officer.

## Neighbours

- All of our neighbours should be treated with the utmost of courtesy and their rights should be respected at all times.
- Under no circumstances should any member, player or Mentor attempt to retrieve a ball from our neighbour's property. Entering a property without permission is trespassing.
- Should you lose balls to the neighbours property please inform the Grounds Committee. The balls will be collected by prior arrangement with the neighbours.