

STRAND CELTIC FC STRANDHILL COUNTY SLIGO



CLUB POLICIES

Version 1.2

Last Updated March 5th 2011



1 CLUB TRIPS/TOURS AWAY

1.1 All team managers who are organising a tour must complete a "Request For Trip" form that must be approved by the Club Secretary before any planning can commence.

1.2 All fund raising on behalf of a team or members of a team or a section within the club must be approved in writing in advance by the club committee. This must be requested by completing a request for 'Club Tour Fund Raising Form'

1.3 No payments will be made by any club until there are sufficient funds lodged to cover the payment.

1.4 The club will take no responsibility for any financial loss incurred by the organisers of the trip.

1.5 The club will take no responsibility for any loss of money incurred by the organisers or participants due to the cancellation or changing of the trip.

1.6 The club is not responsible for any loss of personal property during the trip.

1.7 Any participant who pulls out of the trip will be liable to lose all payments to the trip fund.

1.8 All participants must have travel insurance.

1.9 All participants must carry their E111 health insurance card.

1.10 All players are reminded that while on football trips, they represent their club and are expected to behave in a manner which reflects positively on the club at all times.

1.11 Players must abide by club rules at all times.

2. PHYSIOTHERAPY

2.1 Players can only go to physiotherapy if instructed by the team manager.

2.2 Players can only go the official club physiotherapist which is on the club notice board.

2.3 The fee for the first two visits is shared 50:50 between the player and the club.

2.4 The next ten visits are paid by the Insurance company.

2.5 No player can go to a physiotherapist unless all registration is paid in full.

3. PLAYING FRIENDLY GAMES

3.1 Team Managers requesting friendlies must seek verbal or written approval from the Club Secretary and ensure that an approved match official will officiate the game. The match official will be requested by the club secretary from the league secretary or designated official.

3.2 Team managers cannot proceed with friendlies without prior approval of the club secretary. The Club Secretary will confirm that the grounds are available with the groundsman where it is a home fixture.

4. RENTING OF CLUB FACILITIES

4.1 The Club committee will strike a commercial rate at the start of each season for rental of the club facilities including any discretionary rates for local community groups. This will include but not be limited to the:

- Astropark
- Club grass pitches
- Clubrooms

4.2 Any ad hoc bookings can only be made against the agreed rate. Any exceptions require the approval of the Club Chairman.

4.3 Any outside group will be charged the agreed rate unless exceptionally authorised by the Club Chairman. No club member or official is authorised to commit any of the club facilities without the express approval of the Chairman.

4. PURCHASING

4.1 The purchase requisition must be filled in by the person requesting the goods or services and all prices should include VAT and Delivery costs.

4.2 The requisition must be approved by the Chairperson or Treasurer of the club and distributed as follows:

White: Supplier

Yellow: Treasurer

Green: Remains in requisition book

4.3 All requisitions over €500 must be pre-approved by the committee and three separate quotes provided.

4.4 When the goods are received by the purchasers the goods must be counted and certified as received. Confirmation of receipt should be made by placing the purchasers signature on the delivery docket.

4.5 The approved delivery docket should be forwarded to the treasurer for payment.

4.6 The treasurer should then check the invoice against the delivery docket and make payment.

5. TEAM MANAGER SELECTION

5.1 The secretary will ask all existing managers if they wish to continue at the end of a season.

5.2 A team management selection committee of the Chairman, Secretary and Coaching Officer will appoint team managers. The team management selection committee will meet at the end of the season to determine team managers for the following season to ensure adequate preparation.

5.3 It will be the responsibility of team managers to ensure they have two assistant coaches with their team. All teams must have three adults on the coaching staff for that team. The team manager will inform the club secretary of their two assistant coaches.

5.3 In the unlikely of more than one person for a team manager position the individuals will send a brief note to the club secretary stating their coaching experience and qualifications. The team management selection committee will review the applications and score them against:

- Coaching experience
- Coaching qualifications
- Length of time coach is with the club

The relevant applicants will then be informed of the decision.

6. INTERNATIONAL TICKETS

6.1 An **International Tickets Liaison Officer** will be appointed at the AGM or at a subsequent club executive meeting in the event of no nomination at the AGM.

6.2 This person assumes full responsibility for the clubs allocation of international tickets and any pre-sale tickets that may be available for the Aviva stadium. The club currently has two premium tickets for all international soccer fixtures and a pre-sale option on all concert tickets.

6.3 The price for tickets will be agreed by the club executive at its initial meeting for the season.

6.4 The International Tickets Liaison Officer will advertise on the club website, through club managers and in the club notes for august and September to invite people to go on a waiting list for tickets for the various fixtures. Members must apply to go on the list via email and supply their name, mobile phone number and email address. This list will be maintained by the International Tickets Liaison Officer.

6.5 The club will retain one set of tickets each year for an annual draw and reserves the right to retain other tickets for a draw as required.

6.6 The International Ticket Officer will draw from the members list at the club executive meeting for any international tickets. Backup people will be drawn in the event that the club member does not avail of the tickets.

6.7 Options to purchase pre-sale tickets for other events will be emailed to all members on the waiting list and will be offered on a first come first served basis, i.e. the first person to email back and request the tickets will get the tickets. Payment must be received by the International Ticket Liaison Officer within 7 days or the tickets will be allocated to the next person on the list.

7. THIRD PARTY LEAFLETS

7.1 Any request to distribute third party leaflets requires the prior approval of the club committee or the club chairman, secretary and treasurer.

7.2 Under no circumstances should any club members distribute third party leaflets without prior approval as outlined above.

STRAND CELTIC FC: FORM 1 - CLUB TOUR FUND RAISING FORM



NB: All fund raising on behalf of a team or members of a team or a section within the club must be approved in writing in advance by the club committee.

All requests for permission to fundraise must be submitted up to three months before the tour or fund raising event.

Team Details:

Team Name _____ Team Manager _____

Type of fundraising proposed _____

Purpose of fundraising

Details of dates, locations etc;

Note that certain fundraising draws require written permission from An Garda Siochana. Please confirm with the committee that Swords Celtic is currently permitted to hold such a draw.

Strand Celtic Approval:

Permission for the above requested fundraising is approved / refused

Comments

Signed on behalf of Strand Celtic _____ Date _____

STRAND CELTIC FC: FORM 2 – REQUEST FOR TOUR FORM



NB:All request for Tours/Trips must be filled in at least three months before the event.

Team Details:

Team name _____ Team Manager _____

Details of Club Representative responsible for organising the trip

Name _____

Address _____

Contact Number _____

E-Mail address _____

State your position within the club:

Declaration:

I agree to organise the trip in accordance with all regulations and guidelines issued by Strand Celtic, Football Association of Ireland and the Sligo-Leitrim League on child protection. I am aware of such guidelines, which are on the Strand Celtic web site, and understand my responsibilities. I will insist on the highest standards from all my travelling party.

Signed _____

Date _____

STRAND CELTIC FC: FORM 3 – TOUR MONEY LODGEMENT



Team Details:

Team _____ Team Manager _____

Trip details :

Amount lodged details:

Cash _____

Cheques _____

Total _____

Team representative signature _____

Receipt Details:

Date _____

Amount _____

Signed (Club representative) _____

Position in club _____

Please note that NO fundraising may be done by any team or persons on behalf of a team or members of a team without written permission being granted in advance by the club.