



2023

**SENIOR PLAYER
HANDBOOK**



Contents

A	Welcome Message	Page 3
B	Membership & Registration	Page 4
C	Senior Player Code of Conduct	Page 5
D	Insurance	Page 6
E	Physiotherapy	Page 7



Welcome

To our senior teams,

We would like to take this opportunity to welcome you as players to Coill Dubh A.F.C. Whether you are a new member or returning, we hope that you enjoy your football, build long lasting friendships, and have a successful season during your time here.

As you may be aware all club officials and coaches are volunteers. We work hard for and each other to ensure that you have the best possible experience and opportunities at Coill Dubh. Without our volunteers, the club simply would not exist.

The purpose of this handbook is to acquaint you with the rules and procedures of Coill Dubh A.F.C. You are responsible to read, know, and understand the complete contents of this handbook.

If there is something in this handbook you do not understand, please bring it to our attention as soon as possible. We are more than happy to clarify anything.

2023 promises to be a very exciting season on and off the pitch as the club continues to grow and builds upon a productive 2022 season and many brilliant ideas.

On behalf of the Club Committee, I wish you the very best of luck with the upcoming season and hope you enjoy every minute.

George Smith
Club Secretary
georgesmith.coilldubhafc@gmail.com



Membership & Registration

2023 Senior Membership Fee:

€100.00

Players must pay for their membership via the Clubforce page prior to the start of their team's season. The link to Clubforce is available via the website under the Membership & Registration page.

Paying for your membership is the first step of the registration process, without it you will not be registered or insured to play for the Club.

Registration:

1. All players must complete the Standard Player Registration Form which will be provided to you by the Club.
2. The completed form must be handed back to your coach or the Club Secretary no later than **Friday 17th February 2023**.
3. Further documentation (ID, photo) may be required to confirm registration on the FAI's new database. The Club Secretary will contact you if this is required.

Media:

As Senior Players you are role models to our youth section and the wider community. The club wishes to boost the profile of all teams and players that represent it. Each registered player will receive an official photo for on the Club website. The Club Secretary and your coaches will organise a 'Media Day' for this to take place prior to the start of the season.

For the first time, we will open individual player sponsorship opportunities for senior teams, priced at a minimum of €10 a season.

You are encouraged to seek someone and or a business to sponsor you for the season. Their details will be added under your profile on the website.

A good challenge amongst yourselves is to see who can get the biggest sponsorship deal!



Senior Player Code of Conduct

1. Show respect for team-mates, managers/coaches, committee members, opponents, and officials **at all times**. Unacceptable or inappropriate behaviour will not be tolerated.
2. Always represent your team, the Club, and your family with pride and dignity.
3. Players are expected to listen and comply with all reasonable instructions given by their manager/coach or a committee member.
4. Alcohol and drugs are not to be brought into the club. Players **must not** show up to training or matches intoxicated.
5. Players are required to wear correct club gear and equipment.
6. Players are required to turn up on time to training sessions and matches. If you are unable to do so, you must inform your manager at the earliest possible moment.
7. Players will pay in full their membership fees before the start of season.
8. Players are required to pay their matchday and training fees on time.
9. Players are expected to participate in and support club fundraising activities.
10. Players should let their manager know, as soon as possible, if they are injured or sick.
11. Players should assist coaches with equipment before and after matches and training sessions.
12. Above all enjoy playing and training for Coill Dubh A.F.C.

By purchasing membership, you are agreeing to abide to all the terms detailed above. A breach of the Code of Conduct will result in referral to the Executive Committee and will be dealt with as follows:

1. Verbal warning.
2. Written warning.
3. Disciplinary hearing.
4. Suspension or permanent expulsion from the club.



Insurance

Coill Dubh A.F.C. is committed to protecting those who represent it. We are one of very few clubs in County Kildare that provides personal accident insurance for its players. Full terms of cover are available on request from the Club Secretary.

Making a Claim:

1. If you are seriously injured during a match or training, you must report it to your Head Coach **as soon as possible**. If you are seriously injured during a match, the Head Coach must note it in their match report and ask the Referee to include it in their report also.
2. Your Head Coach should then report the incident to the Club Secretary via email (georgesmith.coilldubhafc@gmail.com) **within 30 days** of the occurrence of a serious injury.
3. The Club Secretary will then report the occurrence to Arachas (Insurance Broker). Arachas will then send a claim form to the club which will be forwarded to you by the Club Secretary as soon as possible.
4. The Claim Form must be fully completed by you, the accompanying medical certificate must be completed by your doctor. Once both documents are fully completed, you should arrange via email to return them to the Club Secretary. They will then be countersigned before being sent back to Arachas. ***All questions on the form must be answered or the claim will not be processed.***
5. Some additional documentation (invoices, receipts etc.) may be required to support your claim. The Club Secretary will outline this to you when the claim form is forwarded to you.
6. As per our insurance policy, if you hold private medical insurance your claim must be submitted to your private health insurer first. Any amounts not covered by that policy can then be claimed subject to written confirmation of payments made and/or declined.
7. The Club Secretary will keep you informed where possible about the status of your claim. Please be patient, as you may be aware insurance companies are slow at paying out.



Physio Appointments

Coill Dubh A.F.C. has access to a local physiotherapist who can facilitate a session if you are injured and require it. Appointments are priced at €40, and the club will reimburse you half of the fee (€20) if the below process is followed.

Booking an appointment:

1. If you are injured during a match or training and feel you require a physio appointment you must report it to your Head Coach **as soon as possible**.
2. Your coach will assess your injury and if necessary, give you the physiotherapists contact details to arrange an appointment.
3. Your coach will also inform the Club Secretary of this.
4. You will then arrange and attend your physio session paying the full amount.
5. You must tell your Head Coach when you have completed your session and request to be reimbursed.
6. The Head Coach will then request funds from the committee using a form and will submit it to either the Club Secretary/Treasurer. This will then be reviewed, and funds transferred if accepted.