



Dublin Camogie County Board



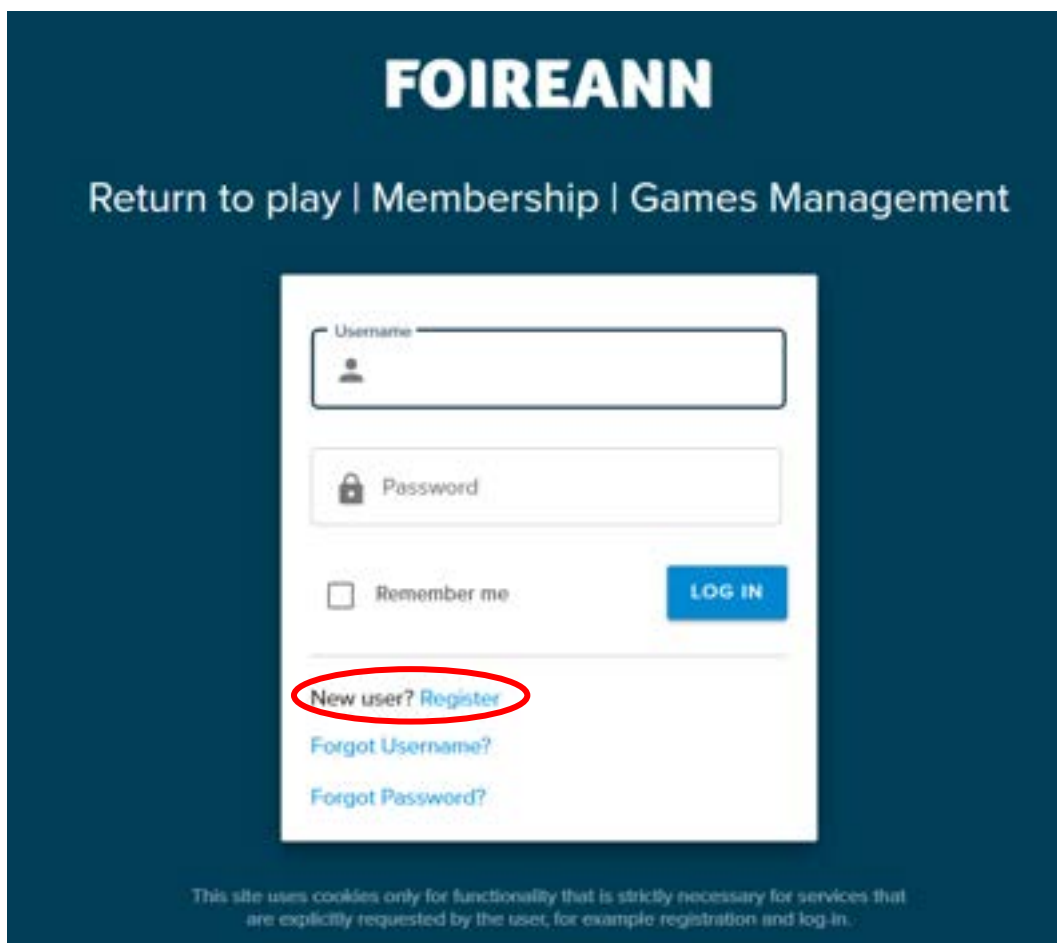
Setting Up Your Team on Foireann: A Step-by-Step Guide

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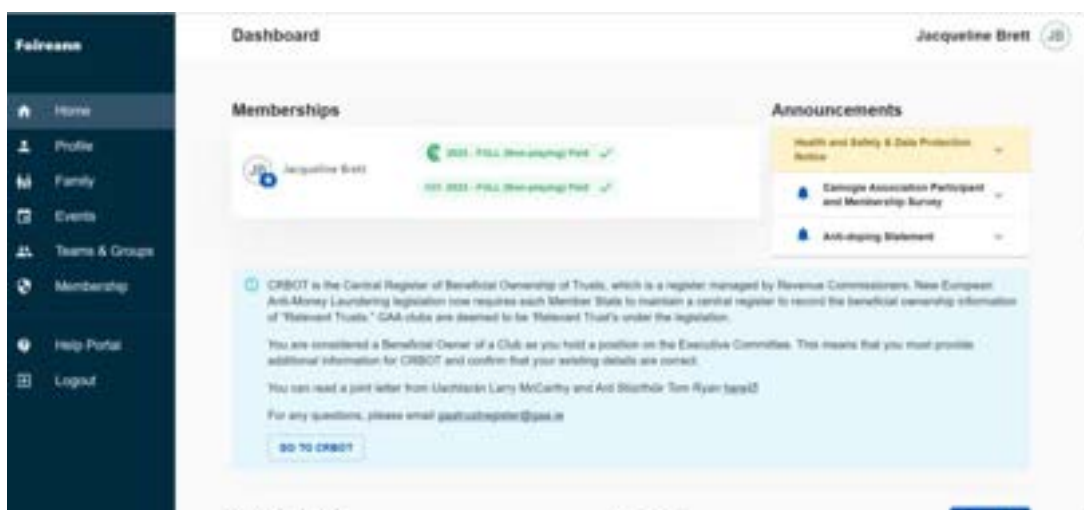
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Step 1: Logging into Foireann

To start the process, go to www.Foireann.ie. The following screen will appear which allows you to enter your login details or just click “Register” to set up your profile to allow you to log into Foireann.



Once you have logged in, the following screen will appear:

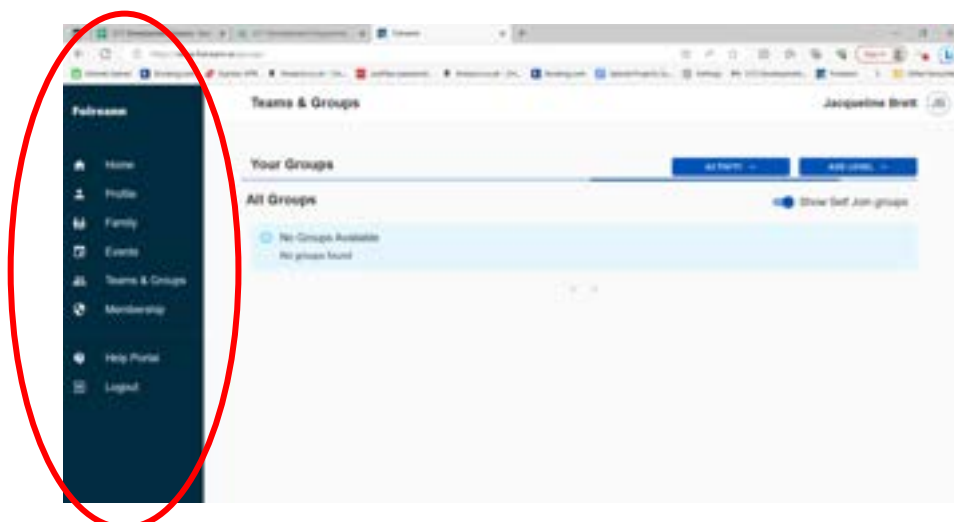


You have now successfully entered Foireann.

Please note if you did have to “Register” to access the system, you have now set up a new profile on Foireann. It is important that you now link in with your Club Registrar and advise him/her of this new profile so that your Registrar can now merge your new profile with any existing profile belonging to you on the system.

Step 2: Finding the Team You are Managing

Once you have logged into Foireann you will notice a navy Dashboard on your left-hand side of the screen – *circled in red in the screen shot below*. Please click on **Teams & Group**:



This is where you will find your teams and where you will manage your Foireann Group/Team Sheet.

Question: I can't find any teams in this window?

Don't worry, this usually means your team has not been set up on Foireann **or** that you have not yet been assigned to your team by the Registrar.

Question: How do I set up my team?

A team can only be set up by a Foireann Administrator – usually your Club Registrar. Contact your Club Registrar and ask/him for support. Explain that you are looking for access to a team sheet. Please be very specific here. It is important to remember that all teams from U13 upwards must have their own team sheet. If you are the Lead Mentors for U14 players in your club and have 2 teams at this age group, then each team separately must be set up.

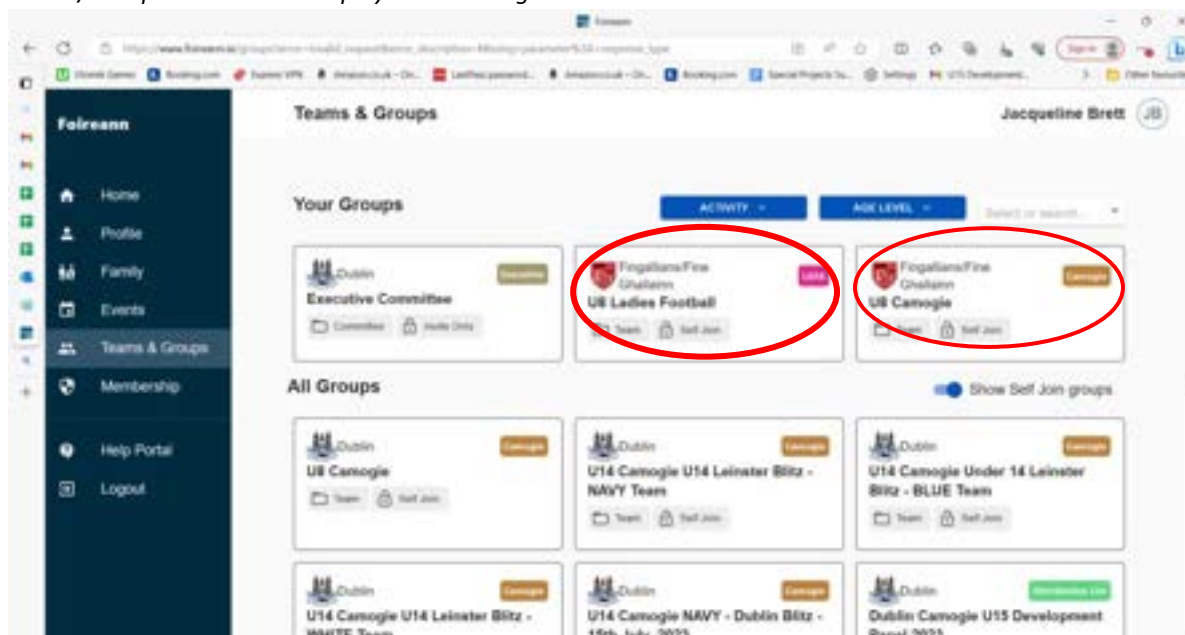
For Example: U14 Division 1 Team & U14 Division 4 Team /Group

Both teams **must not operate from the one team grouping**.

Having a conversation with your Club Registrar will help you to understand what is happening with regard to your team/group set-up.

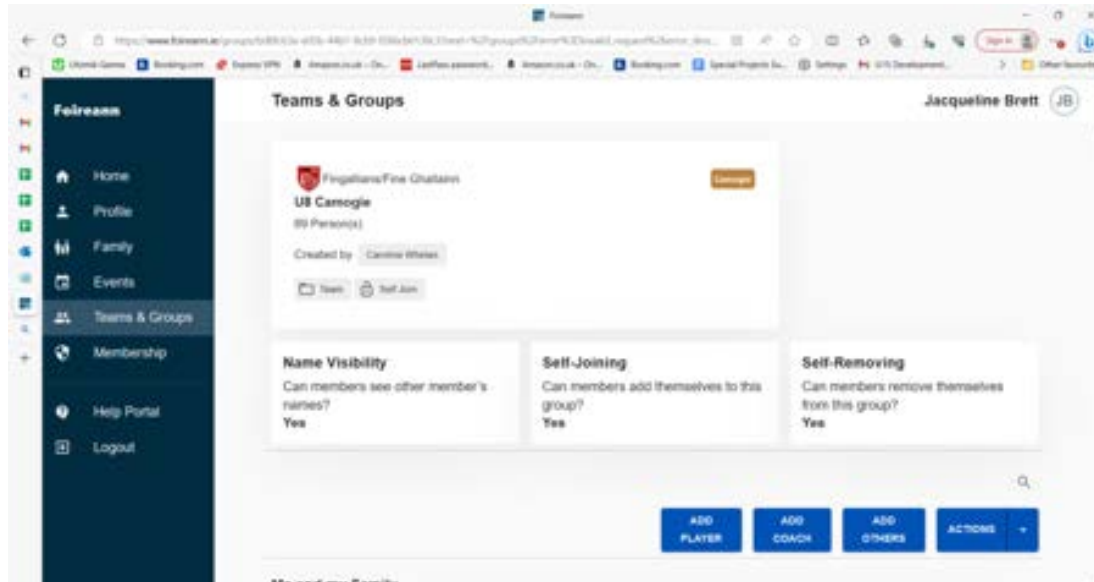
Step 3: Opening my Group /Team

Once your Registrar has set up your team/group and you have been assigned to that team/group, when you log on to Foireann and go to “Teams & Groups” you will see you teams listed per screen shot below
In this example I am the Lead Mentor for the U8 Girls in Fingallians and the LGFA and Camogie Team Sheets/Groups have been set up by our Club Registrar.

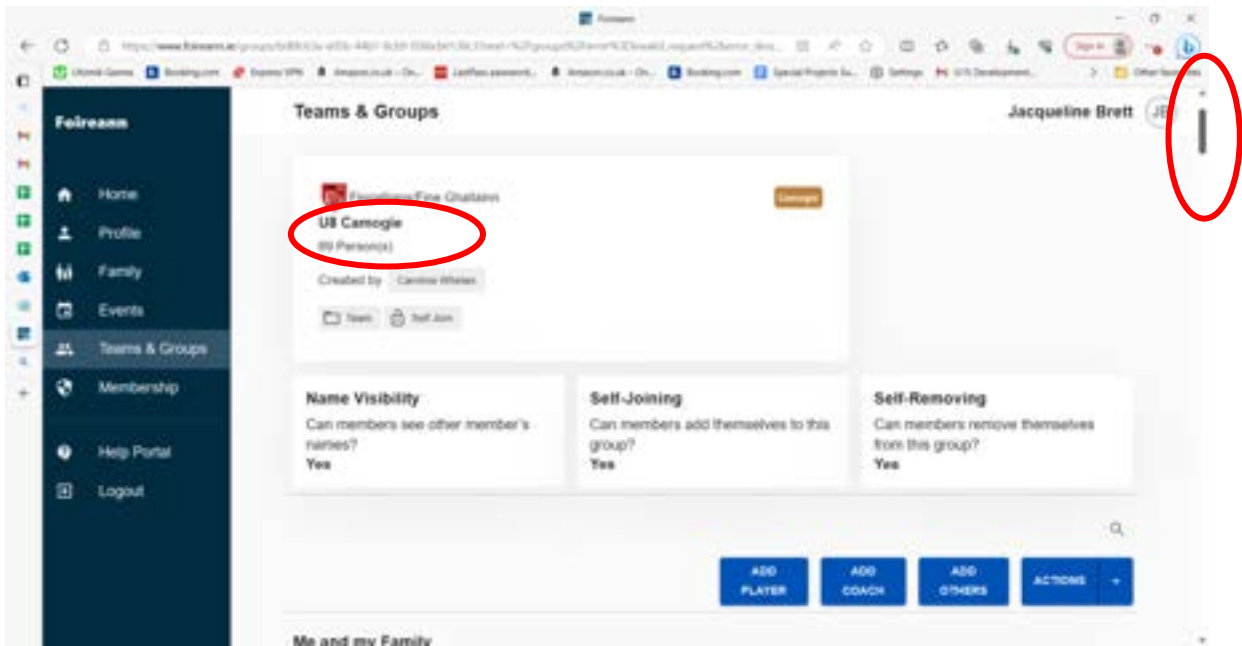


Click on your “Team/Group”

In this example, I will click on “U8 Ladies Camogie” and the screen will open as shown in the screenshot below:



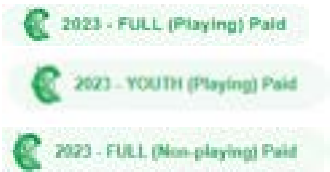
This screen provides you with all the information you need to know about your team/group. Clubs are approaching the set up of team/groups on Foireann in different ways. In some cases, the Registrar is setting up the teams/group’s name only and assigning the Lead Mentor or Organiser. In this case the Lead Mentor is responsible for adding the coaches and the players to the listing. In other systems the Registrar is setting everything up. There are no hard and fast rules, but your Club Registrar is the best person to talk to if you have any queries. If it is the case that the Registrar just adds the name of the team/group and is requesting Mentors to add the coaches and players to the group – this document will help you to do so!



In the example above, our Club Registrar has very kindly set up the team for me so you will note 69 persons – circled above. I can see all the 69 players by using the down arrows on my keyboard or by scrolling down using the scrolling bar on the right of my screen – circled above.

In this case, it is my responsibility as Lead Mentor to check the detail and make sure it is correct.

- Are all the players and coaches listed correctly?
- Are the membership profiles correct? - See Section 4 below for further details



If there are any discrepancies, please discuss with your Registrar. Perhaps you forgot to update your Registrar regarding a new player or maybe a player has left your team and the Registrar was not updated so has added that player to your team sheet!

If you are lucky enough to have a Registrar who is adding everyone for you then you need to help them with this process as much as possible as it is a phenomenal body of work.

REMBER if this is the process being adopted by your club is that the Registrar is responsible for setting everyone up on each individual team sheet, then before contacting the Registrar consider:

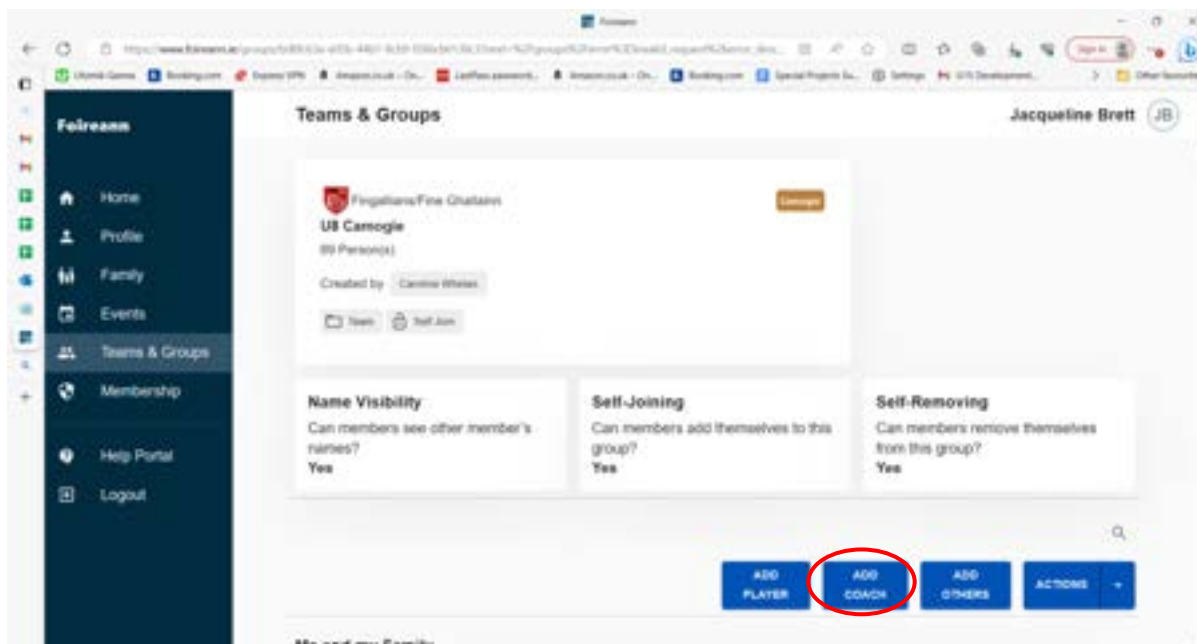
You are not the only team in the club, and you are not the only Lead Mentor, and your Club Registrar may be setting up teams for GAA, LGFA and Camogie!!

Please be patient, support your Club Registrar and be respectful in seeking their help and support to correcting any issue you may have! There is a lot of pressure on your Registrar at this time – they can only work that the information that has been provided to them.

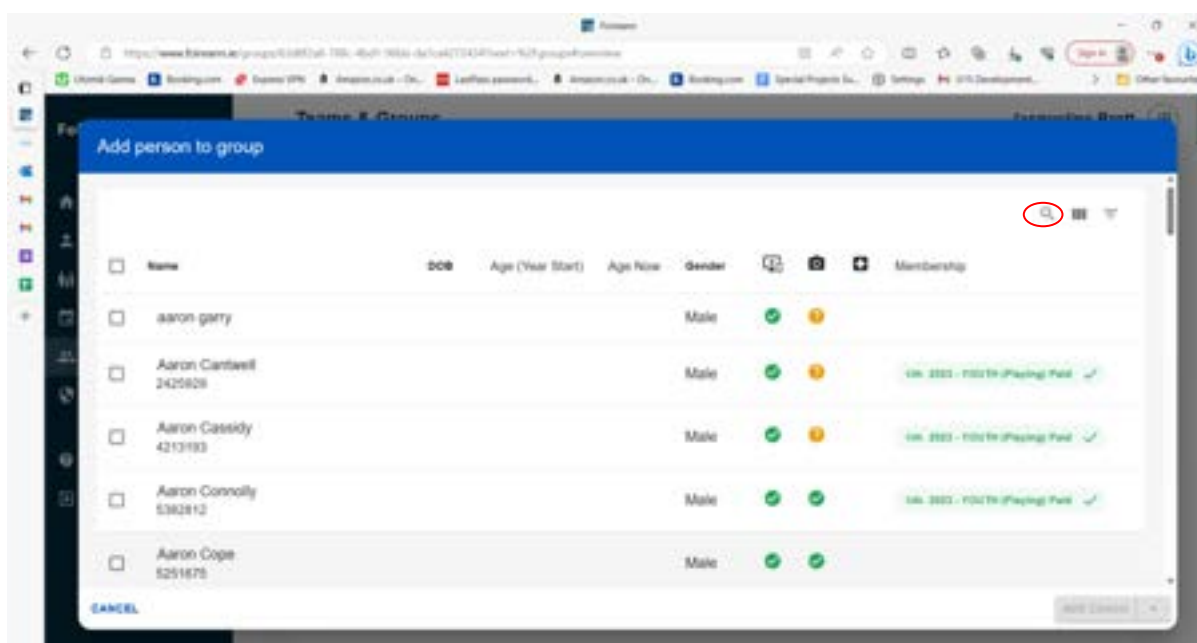
Step 4: Adding a Coach to Your Group/Team:

If your Club Registrar has set up your Group / Team Name and added you to the group only, then this section of the document will help you understand how to add a “Coach to your Group/Team. Once you are in your Team/Group window, see screen shot below:

Click on “ADD COACH” circled in red



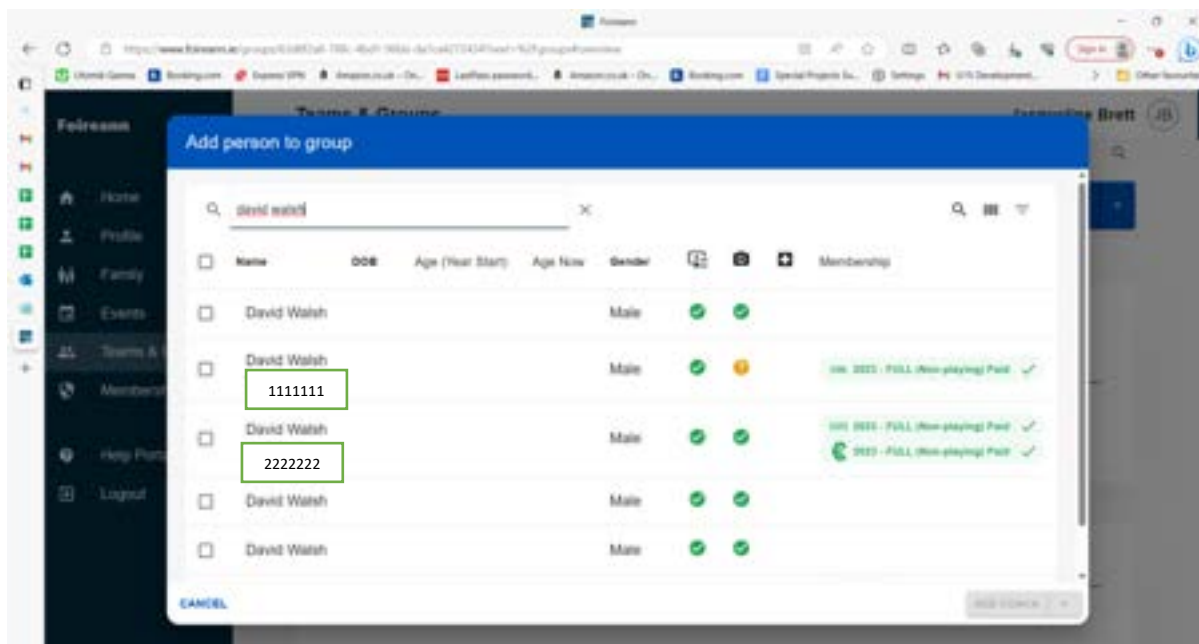
This will open a search screen that lists all the adult members of your club.



Click on the “Look Up” icon (magnifying glass – circled in red above) and then type in the name of the Coach you need to add to your group.

In this example we will look up “David Walsh” to add him as a Coach to our Team/Group

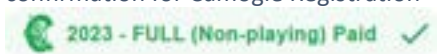
Once I have added “David Walsh” to the lookup menu, the system pulls all profiles relating to “David Walsh in my club – see below.



The search has produced 5 profiles for David.

We need to identify the correct profile to add to the team sheet / grouping. To do so, we must identify **two key requirements** within the profile:

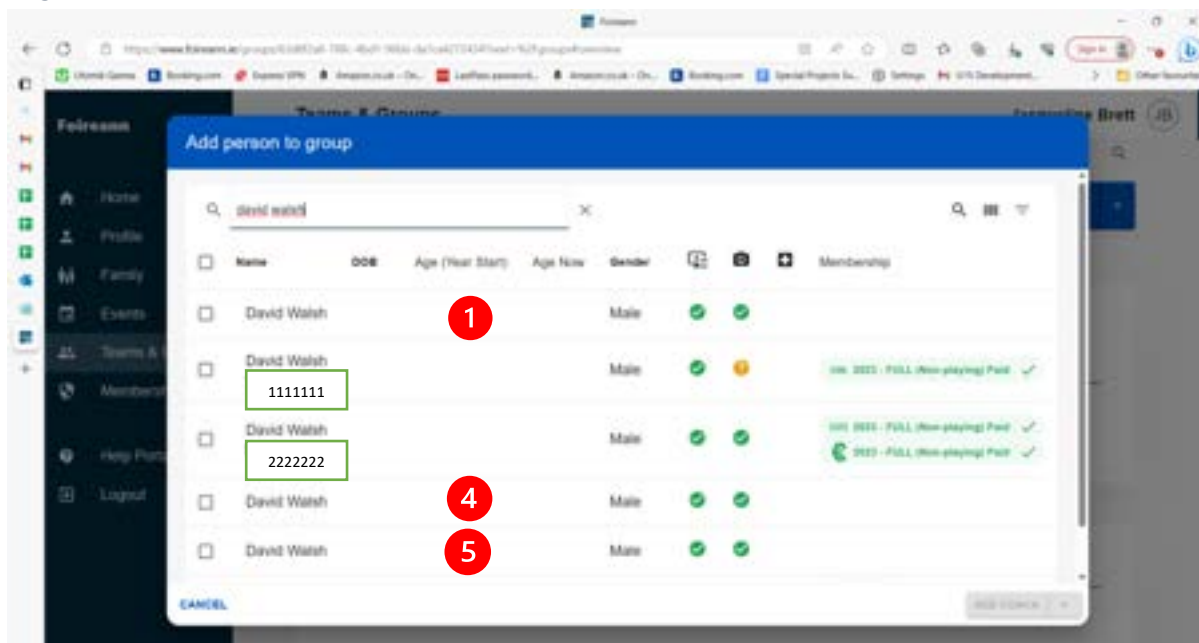
- (1) a registration number for David which will be listed under his name.
- (2) confirmation for Camogie Registration – depicted by following:



- note this can be a (non-playing or playing) profile

Let’s review the profiles individually below

PROFILE 1:

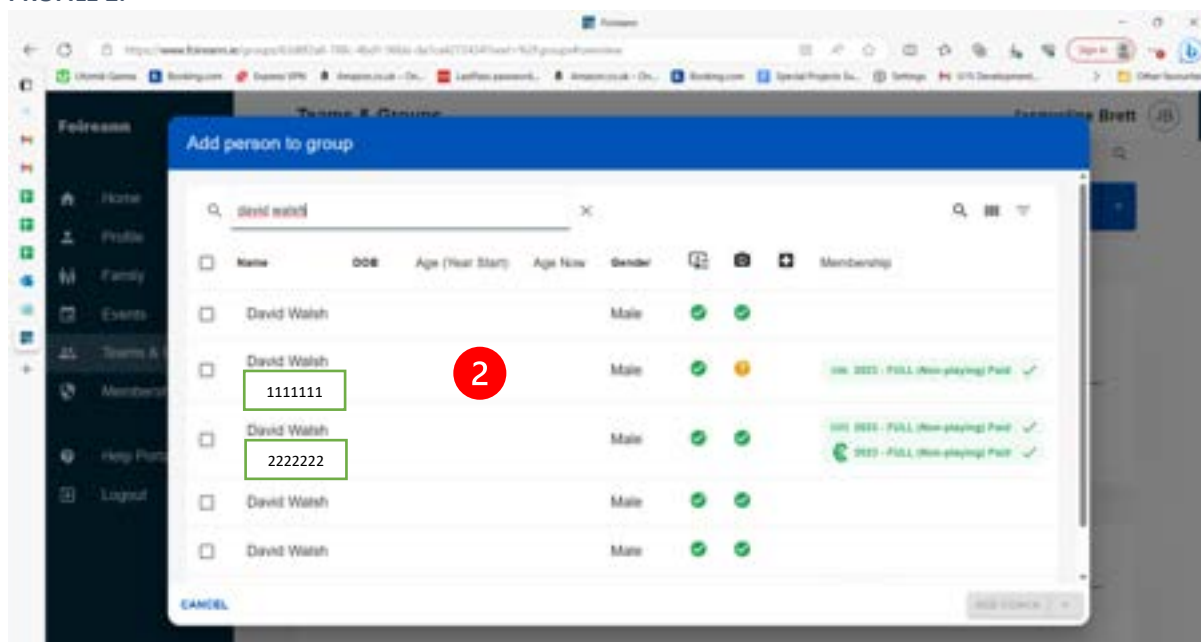


Profile 1: In the screen shot above we can quickly identify that Profile 1, Profile 4 and Profile 5 are all the same.

However, these profiles cannot be used/ added to the grouping as they do not meet the requirements of

- (1) Camogie Registration number (there is no number listed under the name “David Walsh” in these profiles ✗
- (2) there are no Camogie registration details allocated to this profile. – no green camogie logo ✗

PROFILE 2:



Profile 2: In profile 2 above, this profile has

(1) a registration number ✓.

The profile identifies David's GAA Membership:  2023 - FULL (Non-playing) Paid ✓

but it **does not** provide

(2) details of his Camogie Registration. – green camogie logo✗ **On that basis, this profile cannot be used.**

It is important at this time, to pause and clarify details on the rules regarding Membership of the Camogie Association and how that relates to setting up your Group/Team Sheet on Foireann:

ITEM 1: Remember the GAA, LGFA and Camogie Association are all separate entities. Membership of one body is not recognised by another.

ITEM 2: In line with the TO (Rule Book) of the Camogie Association

4.2.1 (iv) STATES:

Administrators/Coaches/Referees/Team Mentors at all levels of the Association who are non-players

4.2.1 (v) STATES:

Social membership may be granted to persons, who subscribe to and undertake to further the aims and objectives of the Club and the Camogie Association, **but who do not seek to take part in the administrative or games related affairs of the Club.** These members will have full voting rights as per Rule 18.3.a

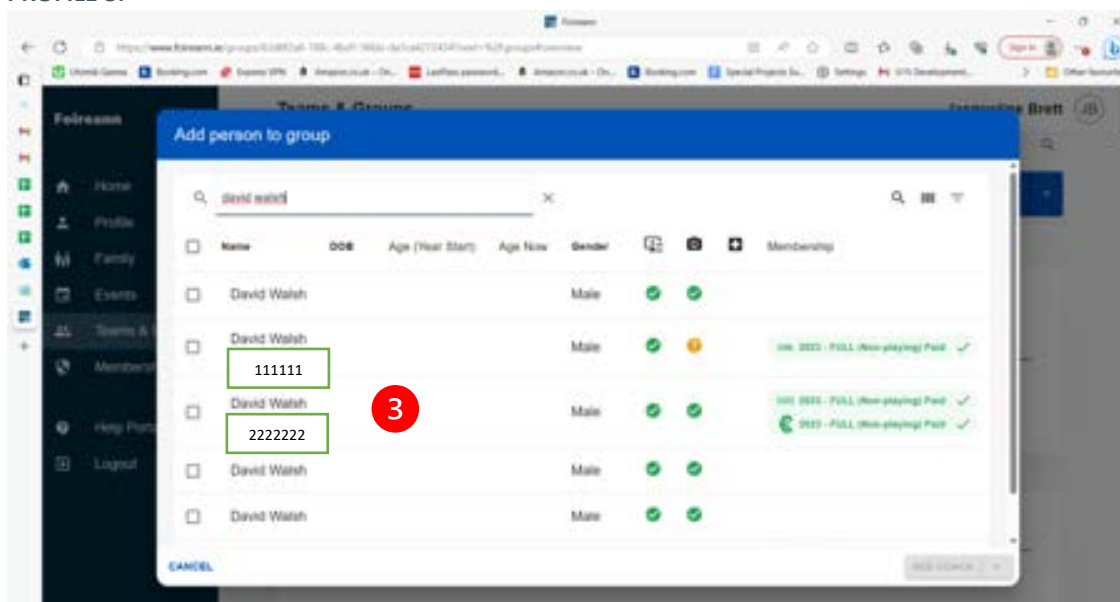
This means that anyone carrying out activities on behalf of the Camogie Association, **must be registered members of the Camogie Association - there are no exceptions!**

ITEM 3: Remember when you apply a profile to a Member of your Club within a group/team sheet. ... that person is now identified as a Coach / Mentor / Medic / Organiser and therefore must meet the child protection legislative requirements of:

- Garda Vetting
- Safeguarding
- Registered Membership in Good Standing of the Organisation

This information is all now traceable and instantly accessible through Foireann and its system reports

PROFILE 3:



Profile 3: In profile 3 above, this profile has

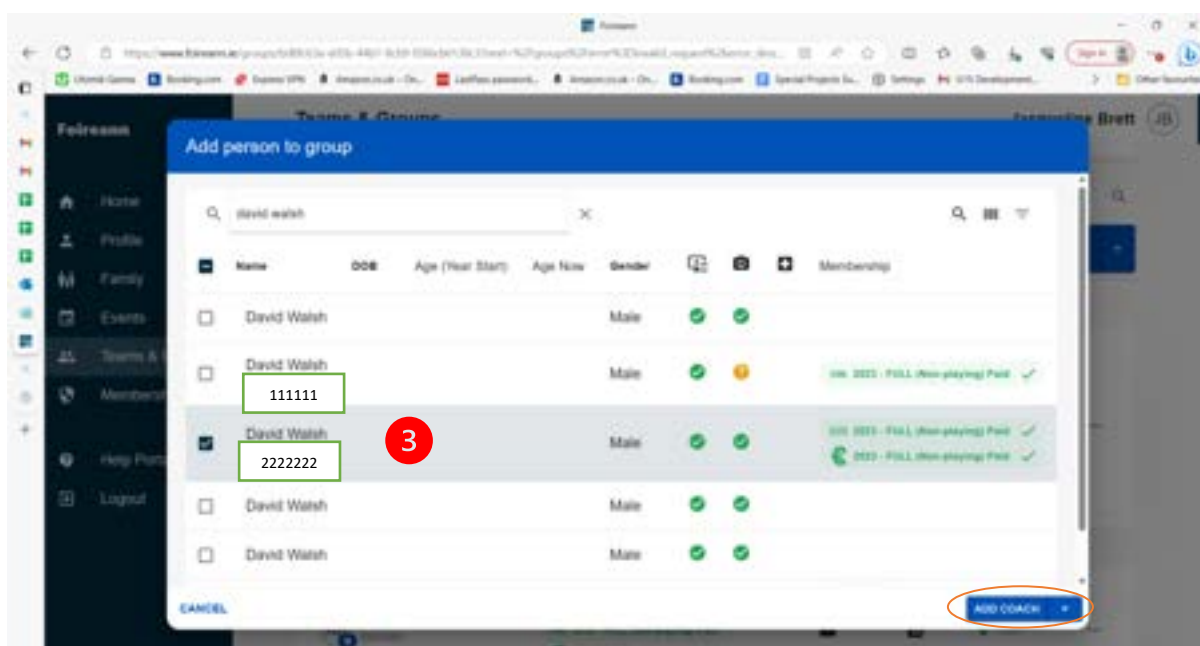
- (1) a registration number ✓
- (2) Confirmation of the Camogie Association Membership – green camogie logo ✓

This profile meets the requirements and can be added to the group/ team sheet

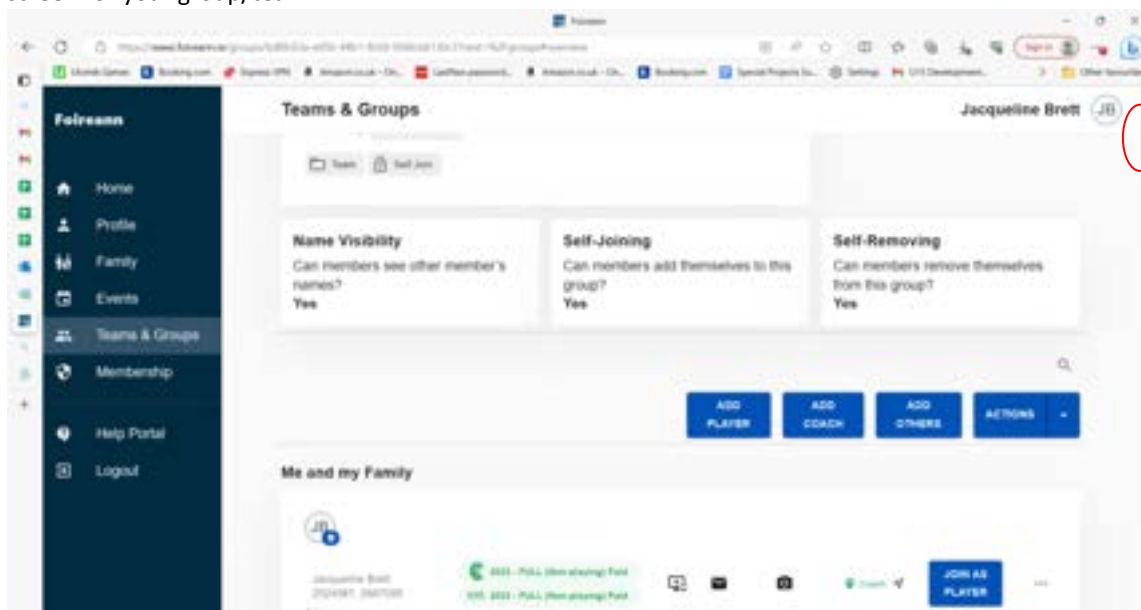
Please Note:

If you are not sure that you have identified the correct profile when adding a coach, please consult with your Club Registrar. As you can see from the screen shot, you do not have a DOB or an address to guide you, so it is important to seek guidance to ensure you are adding the correct person.

To Add David to the group “click” the box beside David’s name on profile number “3” to highlight the correct profile and then “click” the blue button “Add Coach” *circled in red at the bottom of the screen* and this will add the CORRECT profile for David to your Team Sheet.

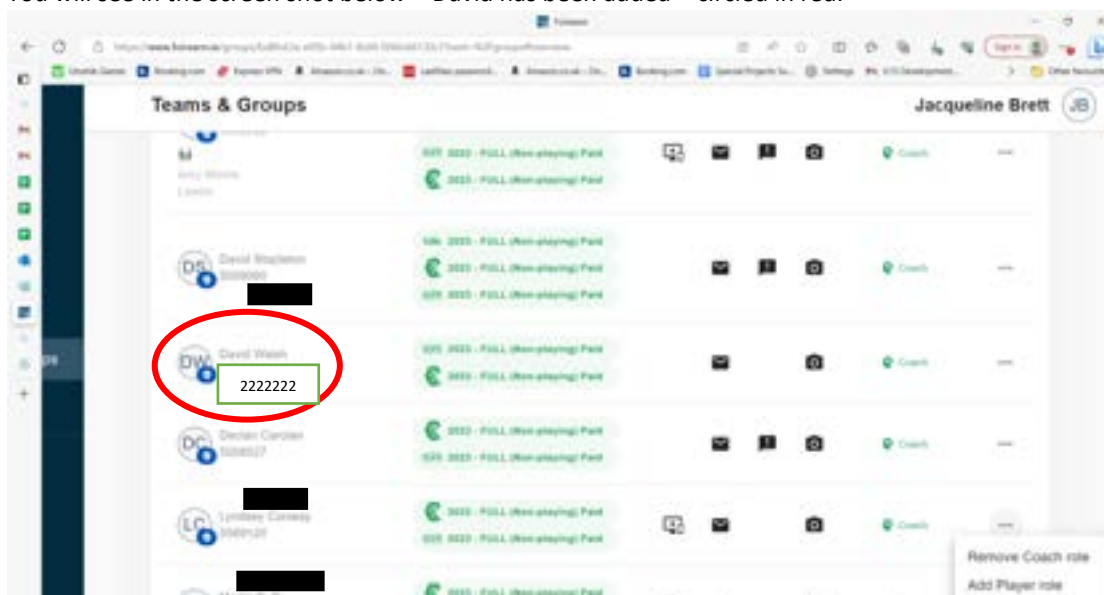


Once you click on “Add Coach” the system will add David to your Coaching Panel and then return to the main screen for your group/team:



Using the screen scroll down (circled in the screen shot above OR the down arrow on your keyboard) move down the screen to find “David” has been added to the group.

You will see in the screen shot below – David has been added – circled in red.



Question: What happens if I accidentally click the wrong profile and add it to the Group/Team?

If you accidentally add the wrong profile to the team/group. Don't worry it is easily remedied.

If you look at the screen shot above, you will see 3 dots at the end of profile for each coach. If you click on these dots, it will open a menu with the following options:

“Remove Coach Role”

“Add Player Role”

“Add Medic Role”

“Add Sender Role”

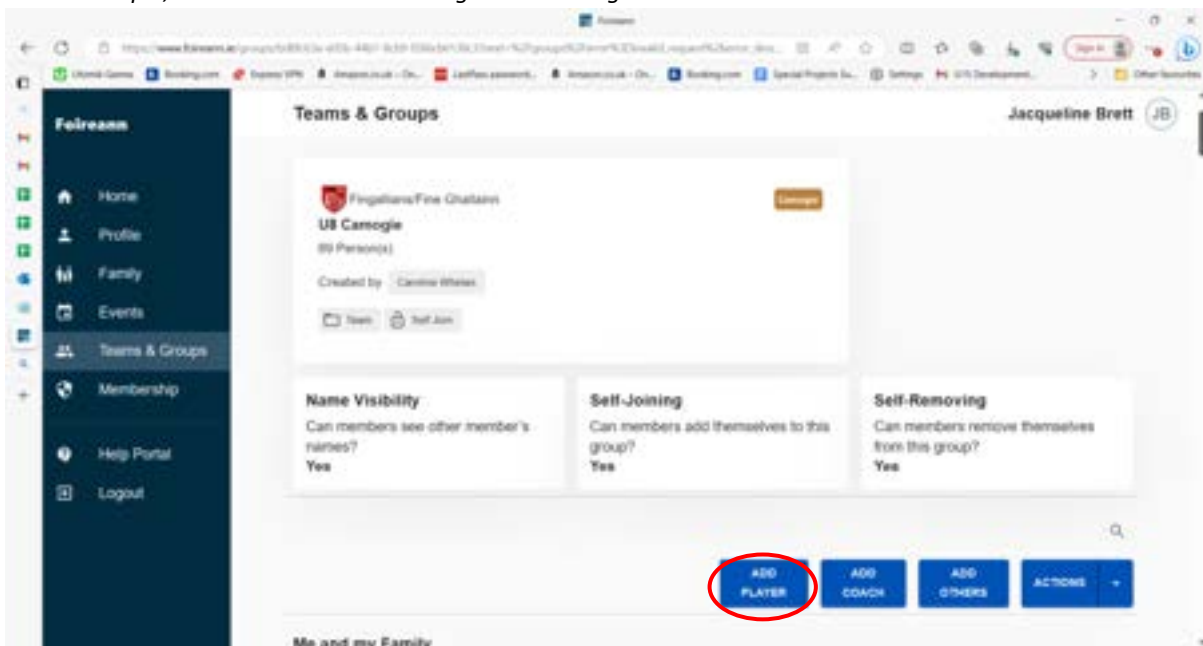
Just click on the relevant need, in this case “Remove Coach Role” and this will remove the coach from the listing.

Step 5: Adding a Player to Your Group/Team:

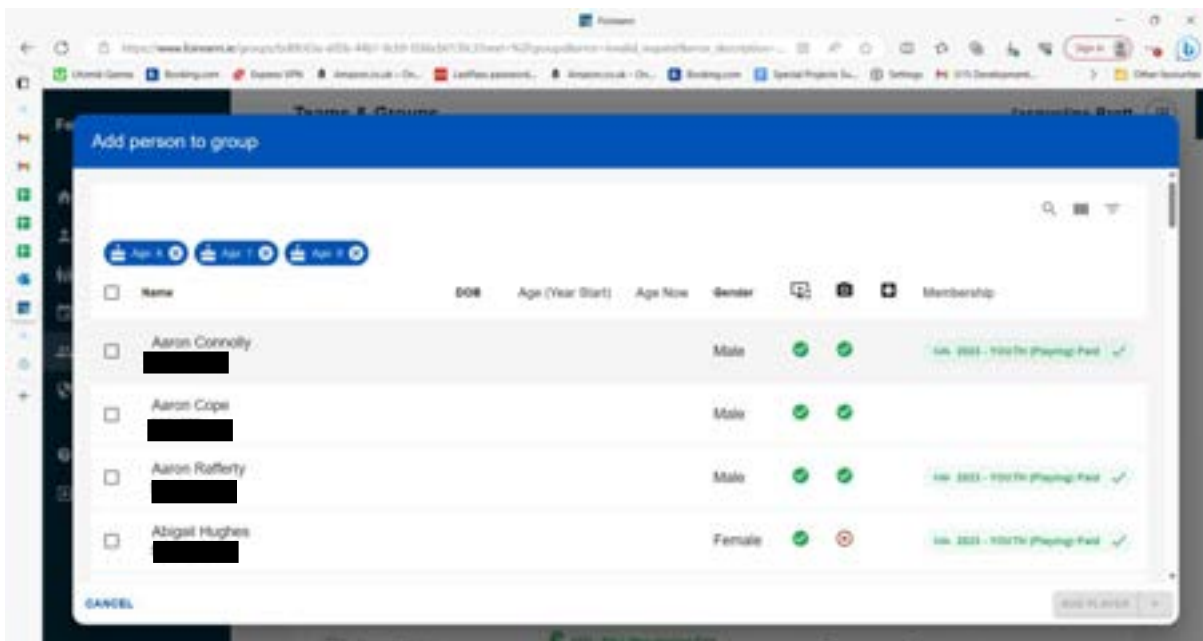
The process for adding a player to your Group/Team is very similar to adding a coach. The following section provides the details on how this will happen.

- Log in to Foireann
- Go to Teams & Groups
- Select the Team / Group you wish to add a player to

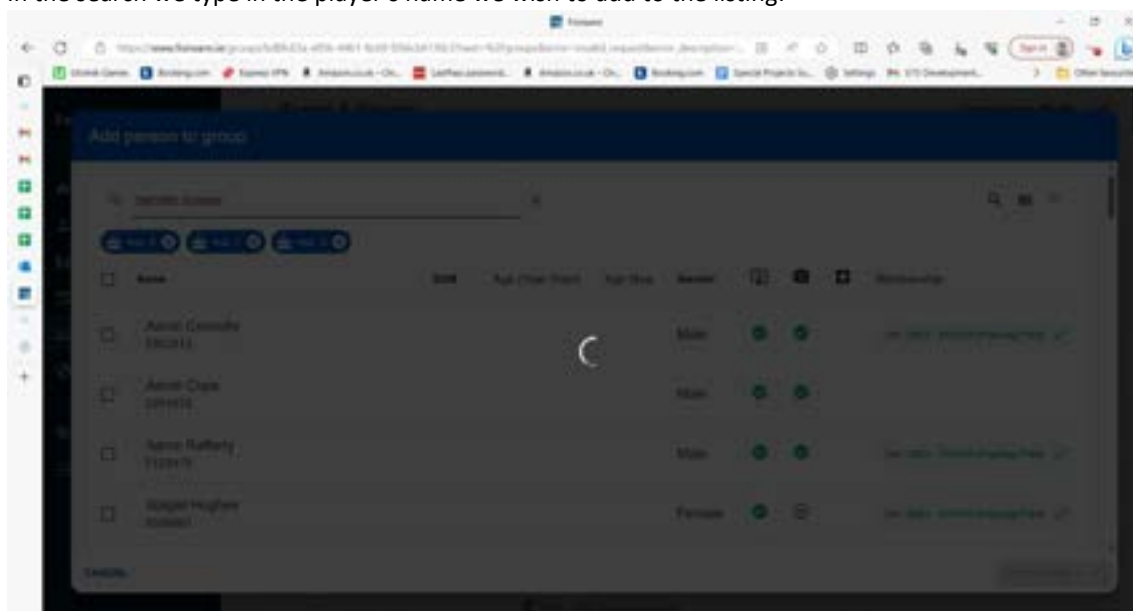
In the example, I will continue with U8 Fingallians Camogie



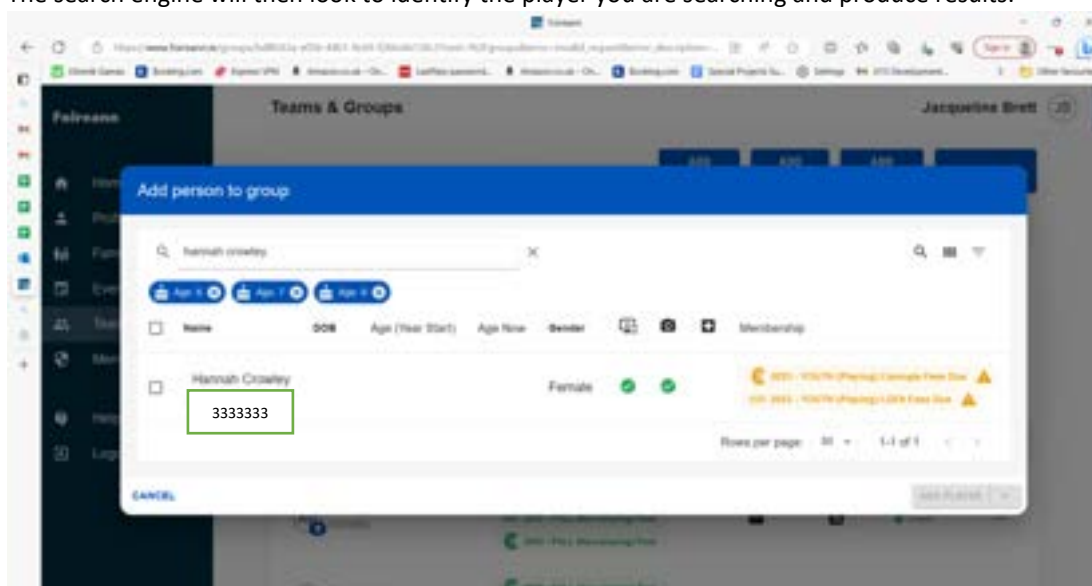
Instead of clicking on “Add Coach” this time we will click on “Add Player” to open the player search screen – see screenshot below:



In the search we type in the player's name we wish to add to the listing:



The search engine will then look to identify the player you are searching and produce results:



As you can see from the profile above, the search engine has provided one profile for Hannah. The requirements to add an eligible player to group/team are the same as for a coach:

1. Foireann Registration Number under the player's name: ✓
2. Confirmation of the Player's current registration with the Camogie Association – green logo ✗

In this example, **we cannot add** Hannah Crowley to the Team /Group as her profile does not meet the requirements. **Although there is a camogie logo it is not green! An amber camogie logo means that the player's camogie registration has not been finalised** and therefore she is not a registered member of the Camogie Association. **To add her to the team/group would mean that you will be sanctioned by the Dublin Camogie Disciplinary Board.**

In this instance, **you must** contact your Club Registrar for support and guidance so that the registration process can be completed. Once the registration process has been completed the camogie association logo will change from amber to green and the player can then be added to the Group /Team. **The same applies for a Mentor Profile with an amber camogie association logo.**

I have no more players to add to the team/group so I will now return to the main menu to generate my team sheet.

Finally, under this section it is important to note:

The search filter is managed by age based on the rules of the Camogie Association. The age filter may be accessed by clicking on the upside-down triangle on the screen:



Please note:

This may assist when trying to locate a player.

However, it is important to note that Dublin Camogie will not tolerate players being added to teams for the purposes of winning juvenile cup/championship competitions, particularly at Juvenile level as this does not align to the ethos of player development as outlined by the Dublin Camogie Executive and the Development Committee. To support this, it is important to note that through the Foireann System, an automated report can be generated to track players playing across multiple teams. The board also has a record of team sheets and if a club is found to be moving players up (for competition) for the sole purposes of winning then this will be addressed by the board with the relevant Club.

The following guidance **must be applied:**

JUVENILE (U13 to U18):

- A County Player (i.e., a player registered on a Dublin Development Programme) must play at the highest team within their club i.e., the A Team at their relevant age.
- In the case where a team requires the support of a player from a lower age group, **the player moving up to assist with a fixture, must be of a comparative playing level to the team needing support. Under no circumstances, can a “Dublin County Player” play up on a team at the age group above in a lower division than their own playing team OR on a club’s “B” team.**
- Where a team has more than one team in an age group
EXAMPLE:
U13 D1 (A Team) / U13 D4 (B Team) U14 D2 (A Team) / U14 D6 (B Team)
and requires assistance for a match, a player can move from the age group below up to play the match however, **an A Team Player can only move to an A Team and a B Team Player can only move to a B Team.** In the example above, The U13 D1 player may move to play in the U14 D2 team **but not the U14 Division 6 team.**
- **A lower age group player playing up MUST NOT act as a starting player on the higher age group at the expense of a player from the higher age group**

Adult (Junior / Intermediate / Senior Grades):

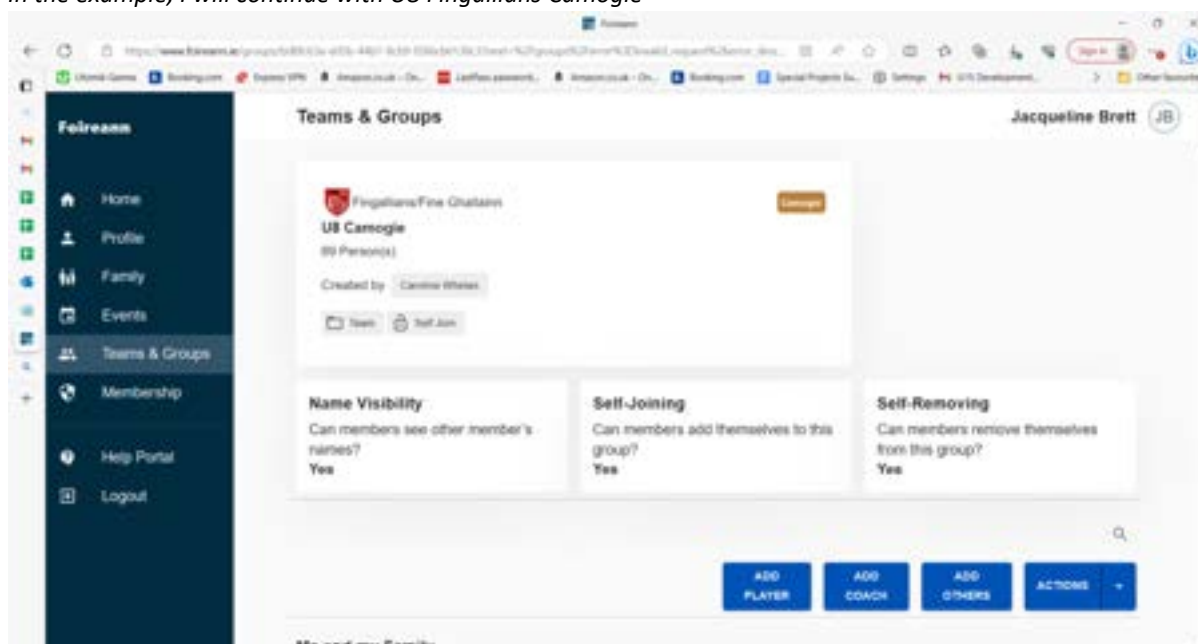
- In the case of adult games, Junior, Intermediate and Senior teams, the rules of the Camogie Association allow for players from U16 and indeed U18 to play up to these adult games. This is a catch all rule.
However, given the size of our membership in Dublin the Development Committee recommends that the use of U16 players in adult games should be limited. Juvenile players should be allowed play to their own age as far as possible. If an adult team requires the support of an U16 player or U18 player again, **the player moving up to assist the adult team must be of a comparative playing level to the team needing assistance** i.e., a Division 1 U16 player should not play on a Junior 6 team
- PLEASE REMEMBER where a juvenile player is playing up on an adult team the rules regarding child protection for this adult team now apply – i.e., ALL coaches and mentors etc must be a registered member of the Camogie Association in good standing with current valid garda vetting and safeguarding and the required female representative on the management team who also must meet these criteria.
- In Adult Championship, only a player that has been formally regraded through the regrading process may play in a lower grade than the one she played in last year at Championship. Please beware **gradings are being tracked!**

Step 6: Generating My Team Sheet for Match Day

Once all your Mentors and Players have been added to your Group/Team the process of producing your team sheet is simple. The following section provides the details on how this is achieved:

- Log in to Foireann
- Go to Teams & Groups
- Select the Team / Group you wish to add a player to

In the example, I will continue with U8 Fingallians Camogie



Before you take any further steps - scroll down through your team/group listing and check the following details:

Mentors:

1. Do I have sufficient mentors listed on my team/group panel to satisfy the player/mentor ratio at juvenile?
2. Are all mentors registered members of the Camogie Association i.e., *do they have a green camogie association logo on their profile?*
3. Do all mentors meet with the legislative requirements under child protection?
 - a. Registered member of the Camogie Association in good standing – as identified in 2 above
 - b. Up to date Safeguarding
 - c. Up to date Garda Vetting

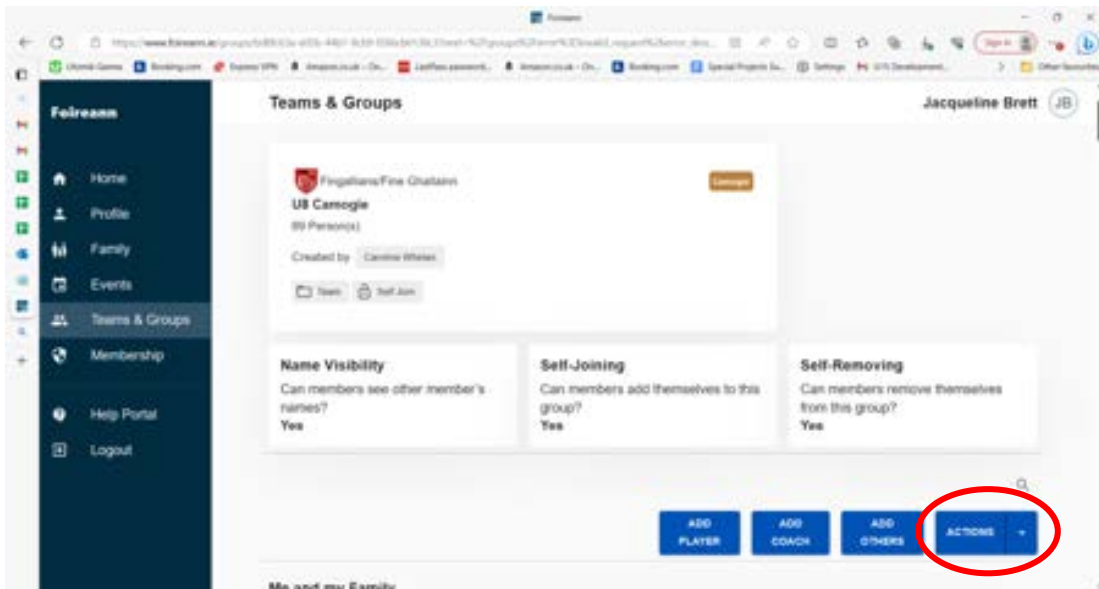
Remember by adding a person as a coach/medic/sender etc to the team sheet they are required to meet the child protection standards and your club may be sanctioned if they do not!

Players:

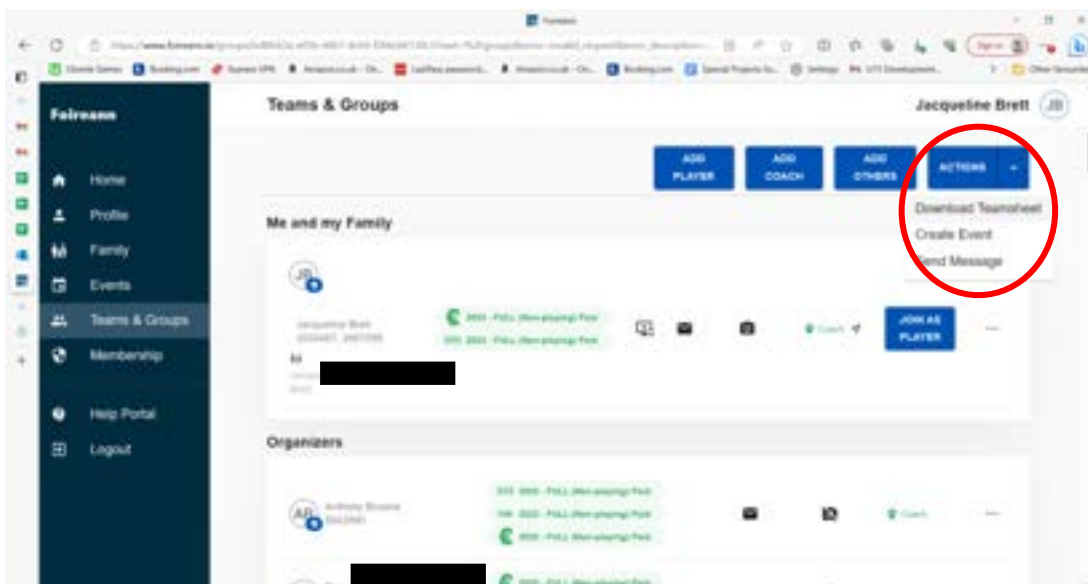
1. Are all players registered members of the Camogie Association in good standing i.e., *do they have a green camogie association logo on their profile*
2. Are all players eligible to play on the team:
 - a. *is the player of the correct playing age to play on the team*
 - b. **remember in Championship, once a player plays up a grade e.g., Division 1 they cannot go back down and play a lower grade e.g., Division 4**

Remember everything is now transparent, you must ensure you are working to the rules!

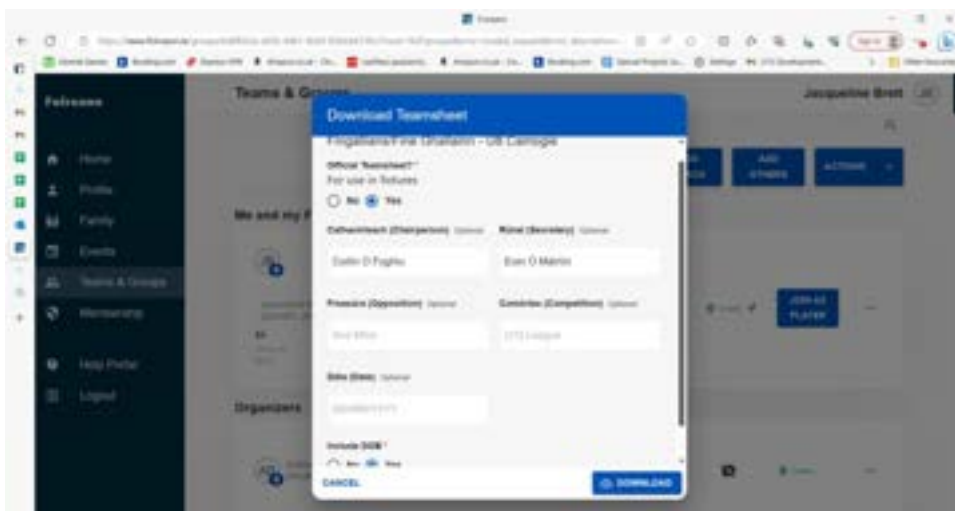
Once you have satisfied yourself that the questions above have been addressed and your group/team details are in order you should then proceed to produce your team sheet.



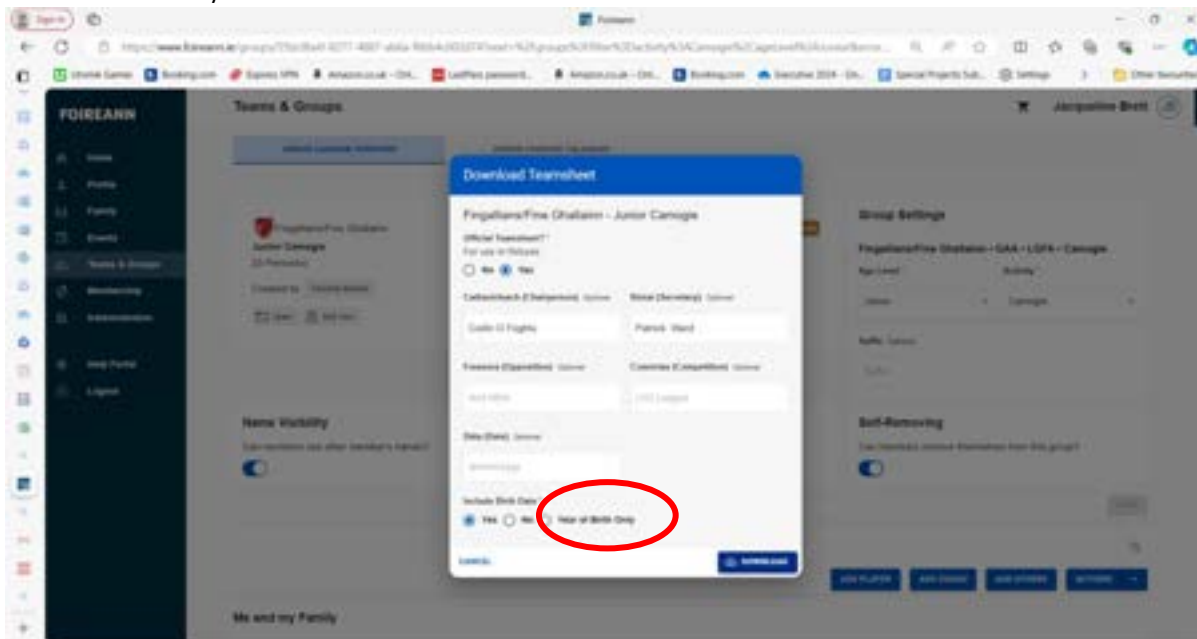
Click on the button “Actions” at the bottom right-hand side of your screen – circled in red above!



This will provide a drop-down menu. Please select “Download Team sheet” to open the next screen:

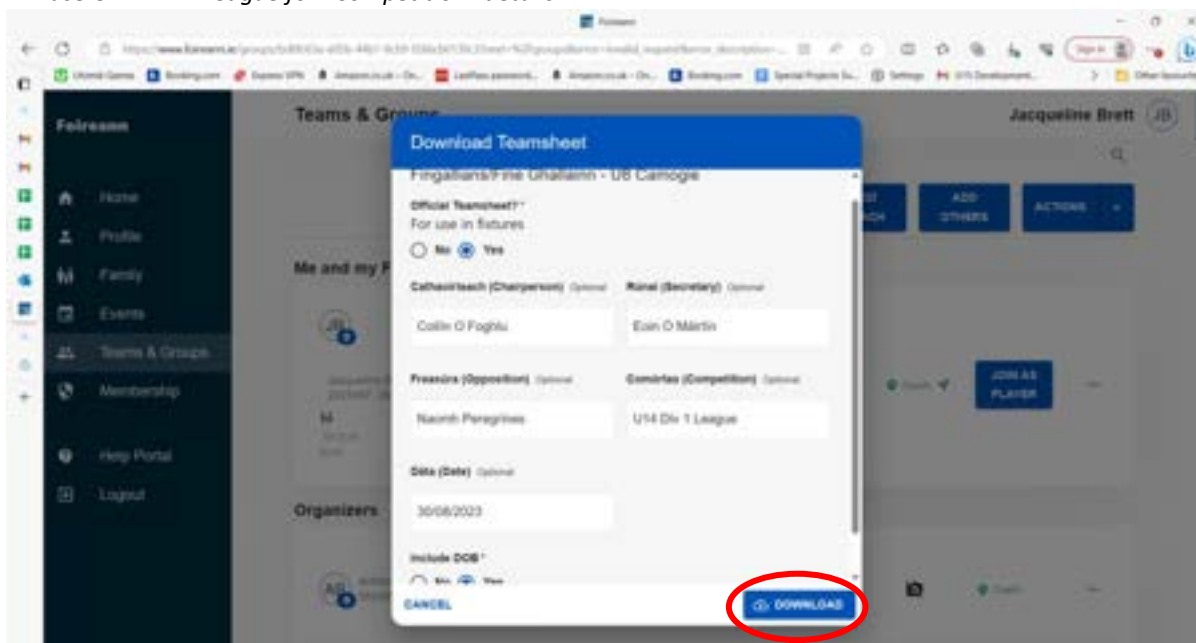


In this next screen you will add the details of the fixture:

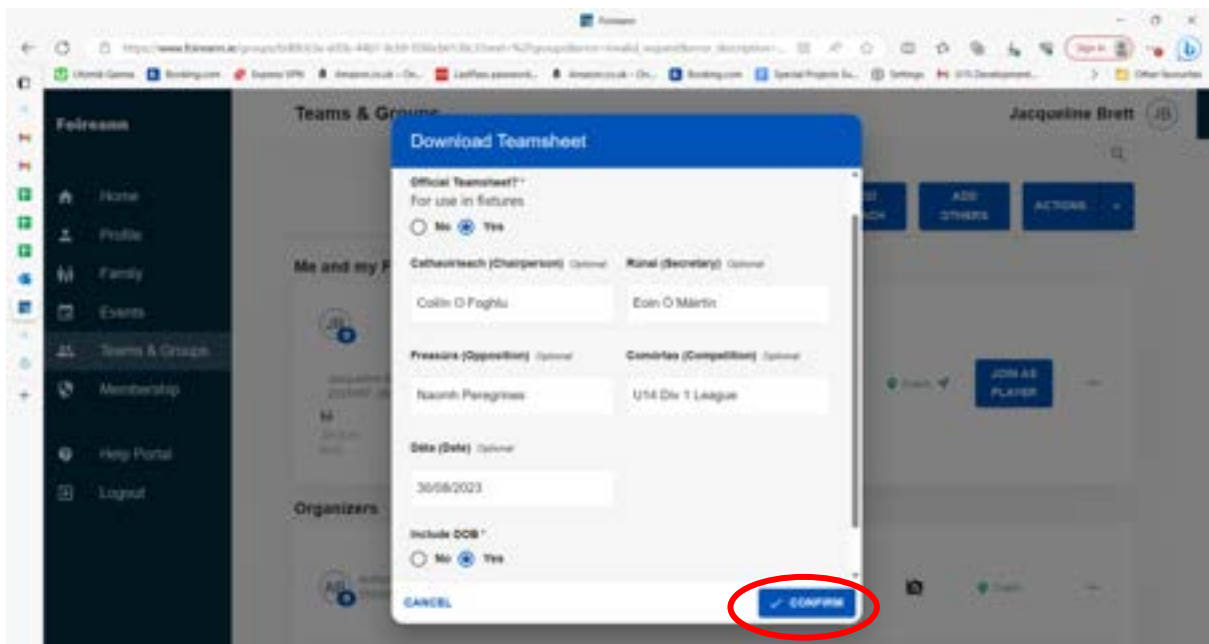


- Opposition – type in the name of the opposition for the fixture
- Competition – type in the competition e.g., U14 Div 1 Champ or U14 Div 1 League
- Date – type in the date of the fixture.
- Include DOB* - this is defaulted to “yes” however, we only require the “Year of Birth” so please click on this option. **YEAR OF BIRTH must be printed on the team sheet.**

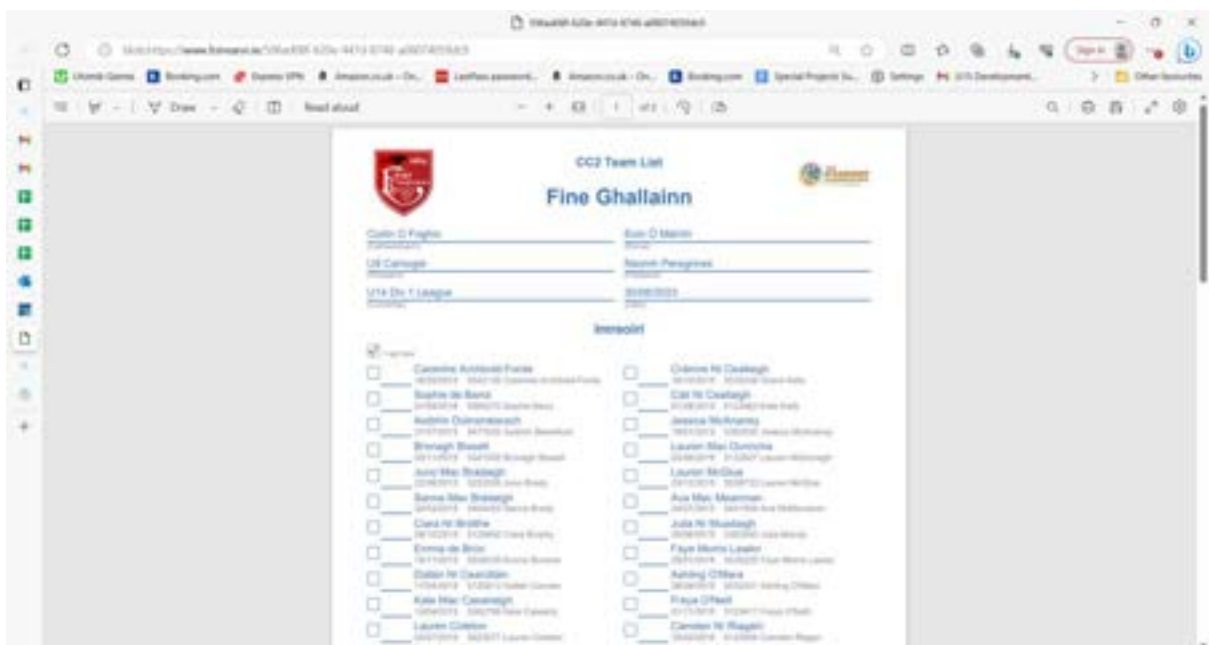
Once the details have been entered – click **Download** as circled in red on the screen shot below!
Please notethe team I am using for demonstration purposes is U8 Girls however for the team sheet we will use U14 Div 1 League for “Competition” details.



The system will then ask you to “confirm” – see screenshot below!



Click "Confirm" as circled in red above to produce your team sheet!



The team sheet can then be printed and will be finalised at the fixture where the following details will be handwritten on the sheet:

1. The jersey number must be added beside each player (as previously done)
2. The starting 15 players on the pitch for the throw-in **must have a tick** beside their name as is required by the Camogie Association.

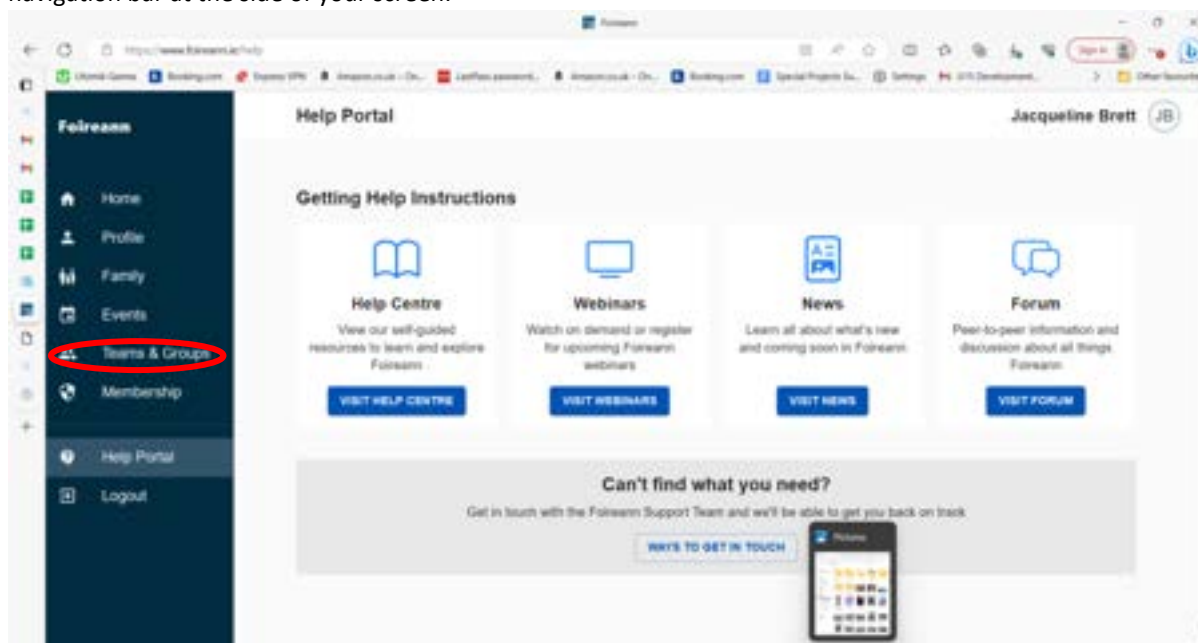
Remember:

1. A Team Sheet is considered a legal document by the Camogie Association and must be completed in line with the Camogie Association Requirements – sanctions will apply where documents are not completed properly
2. Player or Mentor names are no longer permitted to be written on the form. **This information must come from Foireann – there are no exceptions.**
3. **The Dublin County Board has sought guidance on the use of DOB on the Team Sheet. There is no GDPR issue in this regard and the Association has advised that it is best practice to use this format. Dublin Camogie County Board will comply with Best Practice guidance from the Camogie Association in this regard.**

Step 7: Accessing Help

Setting up and managing a Team/Group in Foireann is not difficult. Once you have added one or two players/coaches to the team/group you will get the hang of the system.

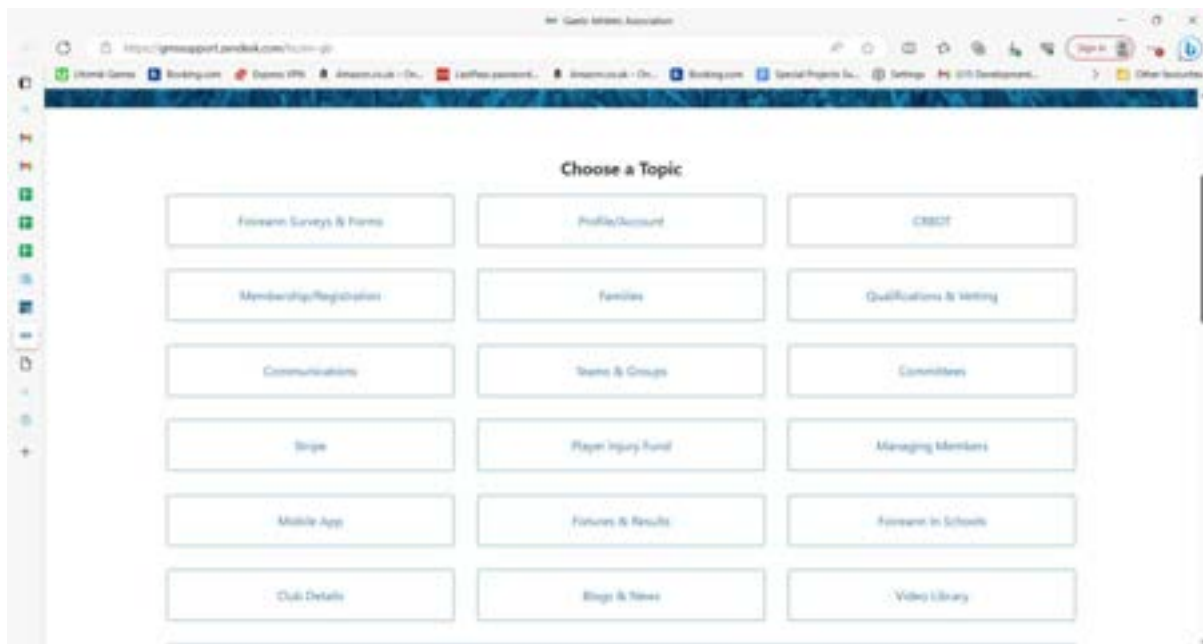
This document is a guide to help you through the process based on my experience as a mentor and County Registrar. However, Foireann has its own Help Portal on the system which can be accessed through the navy navigation bar at the side of your screen.



Here you have access to:

- Help Centre
- Webinars
- News
- Forum

The Help Centre has a wide range of topics to choose from:



Each has some video links of “how to” which can aid you through the different queries you might have.

FINALLY, Please Remember:

The Team Sheet from Foireann is designed to flag anomalies. If you add a mentor who is not a registered member of the Camogie Association in good standing, this will be clearly flagged on the form. If a player is not a registered member of the Camogie Association or is playing at the wrong age group, this will be clearly registered on the form.

Player: Mentor Ratio’s **must be** adhered to – in line with legislative requirements.

As this is a female sport, each team sheet at Juvenile Level (Minor down) **must have a female mentor OR FLO again there are no exceptions and again as this is required role within the Camogie Association the female mentor OR FLO must be a registered member of the Association in good standing and meet all child protection requirements.**

Summary Key Points:

1. **A separate team/group must be established for each team registered for the competition.** If a club has 2 or more teams at Under 14 for example, then each team at U14 will have a separate listing - **it is not acceptable to have one long listing of all the U14 Players in your club.**
2. **Everyone listed on the sheet must be a registered member of the Camogie Association in good standing.** This is identified by a green camogie logo on the member's profile. **There are no exceptions to this rule in line with the TO (Camogie Association RULE BOOK)**



A GAA Logo or an LGFA logo is not acceptable - BE WARNED - make sure the correct profile is added!

3. **Team sheets must be completed in line with child protection legal requirements:**
 - a. Legislative Player / Mentor ratios **must be observed** (1 to 8 for U12 and 1 to 10 for U13 and over) with a minimum of two adults 1 of whom must be a female)
 - b. named adult is a **fully registered member** of the Camogie Association in good standing
 - c. named adult is **fully garda vetted** and is in good standing regarding **safeguarding requirements**

Remember, once you add a status e.g., "mentor" to an adult on the team sheet this is now traceable throw-out Foireann. The Association can now check at the touch of a button, if this person is compliant. ALL individuals carrying out activities on behalf of the Camogie Association must be a registered member in good standing and meet the child protection legislative requirements.

4. **Where a club has more than one team at a specific age, then the mentor panel on the day must be listed on the team sheet. It is not acceptable to have the same mentor names listed on both team sheets all the time!**

Why?

From the Camogie Association's point of view, the Team Sheet is a legal document. Therefore, if a legal issue arises or indeed an insurance issue arises that requires investigation, those listed on a team sheet may be a potential witness. If they are not there but listed on the form as attending, then that mentor is in a vulnerable situation. Accurate recording of player and mentor information is required.

* If a player has a broken arm/broken leg etc and is long-term not available to play then she should not be included on the team sheet.

* If a player fails to show for the match - put a line through her name to identify she was not in attendance on the day.

5. **A player or mentor name CANNOT be handwritten onto the sheet on the day.**
We have all been in the situation where we only have enough players to start the match and decide to have a player's younger sister tog out last minute to play in case a sub is needed. **This is no longer possible as no handwritten adjustments may be made to a team sheet.**
6. Once a team/group has been finalised on Foireann it is then possible to download a team sheet. To do so you are **required to type in the following information before printing the sheet:**
 - **Opposition Name**
 - **Competition Name**
 - **Date of Fixture**

PLEASE NOTE:

- The team sheet setting is defaulted to display the players DOB this **must not be changed under any circumstances. Dublin Camogie requires the players date of birth to be visible on team sheet presented to the referee.**
 - **No Foireann Team Sheet or incorrect (including old CC2 FORMS from LGFA and Camogie Association)/incomplete team sheets will mean sanctions will be applied by Dublin Camogie up to and including loss of match points or fines - these details will be confirmed when the rules are issued to the clubs through the County Board Secretary.**
 - **2 copies of the Team Sheet are required for presentation to the Referee at the fixture - as before!**
7. **What must be done pitch side before handing the Team Sheet to the Referee?**
 - **Jersey Numbers should be manually added to the team sheet - this cannot be done through Foireann.**
 - **The starting players (those on the pitch when the throw-in begins) must be clearly identified by ticking the "Tosú" box.**
 - **The form must be signed.**
 - **Anybody who is not in attendance on the day, must have a line drawn through their name to identify that they are not present – this is really important for the same reasons identified under “why” above!**