



POLICIES AND PROCEDURES

Mulroy Hoops



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MULROY HOOPS

Club Mission Statement:



“The Mission of our Club is to promote the development and playing of basketball in our Community, to be a uniting force in our region, to encourage the participation of all sectors of our Community in our sporting and social activities, and to support the development of our members in an environment of sportsmanship, inclusiveness, mutual respect and social responsibility.”



Aims and Objectives:

In pursuing our Mission, we will:

- Respect the dignity of each individual involved in the club, without discrimination as to age, gender, race, religion, sexual orientation, disability or creed.
- Provide a safe and fun environment for all within our club.
- Promote a sense of fairness, sportsmanship and teamwork among our members.
- Facilitate the participation of all ages and abilities in our games and other activities, and encourage them all to achieve their full potential.
- Strive for success on the field of play and for excellence in all our activities.
- Provide the best possible facilities for the development and playing of our games.
- Provide support for all who work promoting the games within our Club.
- Have appropriate procedures in place to ensure a special duty of care for the safety and well-being of all our members.
- Seek to enrich the lives of our members and their families.
- Promote a sense of loyalty and pride in our Club and in our region.
- Uphold and promote the values and standards of Basketball Ireland.
- To work closely with schools and other sporting clubs in our region in order to ensure all children in the community can participate in a variety of sporting activities without suffering burnout or injury.
- Educate our volunteers in the sport of basketball by providing opportunities to attend courses and talks in order to reach their full potential in their field as coaches, referees, table official's etc.

Conditions of Membership:

- All parents/guardians are expected to participate within the club. Once you sign your child up to Mulroy Hoops you sign yourself up. In order for the club to comply with the strict guidelines of Child Protection which are now passed under legislation all parents must be Garda Vetted at the start of the season. In order to ensure every family is involved in the club and the responsibilities are not all placed on a few a new rotation system will be put into place by the club. Each team will vote and put forward two candidates one which will take on a role on the club committee and one which will become assistant coach for the year. These roles will need to be filled for at least one season. Anyone wishing to continue as assistant coach is welcome to do so as long as the parents continue to support their candidacy however committee roles cannot be taken up for any longer than two seasons.
- On registration, all players, parents, guardians and coaches are agreeing to abide by the Codes of Conduct as outlined by Basketball Ireland and policies of Mulroy Hoops.
- Registration to the club entitles every child to a properly run coaching session but it does not guarantee competitive game time. Every effort will be made to arrange blitzes or skills sessions.
- In order to participate in training, games and blitzes, all membership and weekly fees must be paid and up to date
- It may be necessary for players to be allocated a younger training group in order to develop basketball skills prior to moving to their actual age group. This will be at the discretion of coaches and based on players' experience

- The Club will decide on the age and capacity to en-roll and participate and may terminate membership at any stage.
- Children may be photographed or videoed by the club for promotional activities, for training purposes or for record keeping by Mulroy Hoops or other Basketball Ireland registered clubs. This material may only be used in accordance with child protection guidelines.
- Children must be at primary school to en-roll in membership.
- Only registered members parents/guardians will be permitted on communication groups.

Best Practice:

To ensure that best practice is being followed, Mulroy Hoops Basketball Club will:

- Adopt and implement the Code of Ethics and Good Practice for Children's Sport in Ireland as defined by Basketball Ireland as an integral part of its policy on children in the club.
- Ensure that the Club Committee is elected and endorsed at each AGM by those interested parties attending the AGM.
- Appoint and empower a Child Protection Officer
- Ensure best practice throughout the club by having available its code of conduct, including the disciplinary, complaints and appeals procedures in operation within the club, to all its members. The club's code of conduct should be posted in all facilities used by the club.

- Develop effective procedures for responding to and recording accidents.
- Ensure that all club members are given adequate notice of AGMs and other meetings.
- Ensure that all minutes of all meetings (AGM's/EGM's/Committee) are recorded and safely filed.

- Provide for the safety and well-being of members and children by endeavouring to ensure that all Mentor's, Coaches and visiting coaches, as well as parents involved in supervision/training and match day rotas, are vetted to the satisfaction of An Garda Siochana or other relevant bodies.
- Endeavouring to ensure that visitors to the Club are adequately supervised thus ensuring that no visitor is ever alone with a child
- Endeavour to ensure the responsible use of mobile phones and cameras by both adults and children.
- Promote the game and club through various media including photographs, reports & video, without compromising children's identities.
- Endeavour to adopt best practice with regard to children / coach ratio during training sessions and match days.
- Children who attend training regularly will be given priority when playing matches

Safety:

- The club will adopt the following practices in order to promote safety while participating in club activities:
- Activities being undertaken should be suitable for the ability, age, and experience of the participants
- Equipment and facilities should meet the highest possible standards and be appropriate to the maturity of the participants
- Proper basketball footwear must be worn at all times.
- No jewellery or unsuitable clothing should be worn during training or matches
- First Aid should be available for all training sessions and events. A proper First Aid Kit is available in each centre and taken to any away matches.
- First Aid should be a basic element of a coaching leadership course
- Parents/guardians should be notified by the relevant coach of injuries/illness which their children incur while participating in a sporting activity.
- Parents/Guardians should disclose any relevant medical conditions to the child's mentor. This information will be kept strictly confidential and will only be used where necessary.
- Referees and Table Officials should ensure that the conduct of the games conform to the standards set. Parents/Guardians and children should respect the decisions of the referee and table officials.

- Children should be taught the rules of the game and be encouraged to abide by them, keeping in mind that many rules are there for their safety
- Parents/guardians should know the starting and finishing times of sessions and events. Mulroy Hoops Basketball Club encourages Parents/Guardians to remain on the grounds during matches. A supervision rota will be in place during matches and training sessions and parents are expected to be fully involved in these rotas

Child Protection Policy:

- At Mulroy Hoops Basketball Club we aim to promote the general welfare of all persons at the training premises. Our objective is to ensure that all children are protected and kept safe from physical, sexual and emotional harm. The welfare of the child is paramount.
- All volunteers will be required to undergo Garda vetting and sign a declaration as to their suitability to work with children during the application for vetting process. Parents will also undergo Garda vetting through the club in order to be able to participate in within the club.
- Relevant Committee members hold Child Protection ‘Children First’ training. Procedures for responding to accidents, complaints and any protection issues that may arise are in place.
- Mulroy Hoops Basketball Club has a designated person available as required to deal with any concerns that may arise. Our designated person for dealing with concerns has the responsibility of dealing with all concerns as quickly as possible with the appropriate people / agencies
- Confidentiality is of the utmost importance, but we will encourage children to realise the difference between confidentiality and secrecy, and information will be given to staff on a strictly need to know basis on

Financial Policy:

Coach Remuneration Policy

- For coaches and committee members heavily involved in the club, weekly training fees for their children will be waived.
- For junior coaches working within the club, the main weekly training fee will be waived. This will be reviewed and changed as required.
- If the club feels it is necessary to employ external coaches, fees will be agreed by coaches and committee prior to the commencement of such a position.

Courses

- Course fees for courses such as Introduction to Coaching, Level 1 Coaching, Refereeing and Table Official courses, that are being used for the benefit of the club will be reimbursed by the club at the end of the season once the participant has used their skills within the club.

Membership Fees

- Membership fees will be set annually and agreed by the committee or determined at the AGM. Membership fees will be set to cover member contributions to Basketball Ireland, Northwest Basketball and Basketball Northern Ireland (if teams are playing in BNI League) although registering members may not automatically be enrolled in all of these. Fees will be paid annually at registration as dictated by the Club Registrar and in line with Basketball Ireland Regulations.
- Membership fees will only be refunded at the beginning of the season if a player ceases to be a member of the Club.

Collection of Training Fees

- The assistant coaches in association with the parent supervisor should ensure that all training fees are collected, labelled separately and passed to the Treasurer/Assistant Treasurer on a regular basis, but at a minimum, by the end of each month.
- The regular weekly training session fee will be agreed at the start of the season by coaches and committee. Fees for additional training sessions and blitzes will be set as appropriate.

Reimbursement of Expenses

- Where members incur expenses (for example, coaches travelling to training/matches) to be refunded by the club, a claim, supported by receipts or other relevant evidence should be submitted to the Treasurer/Assistant Treasurer.
- Where the Treasurer is making a claim, the Secretary or other committee member must authorise.

Fundraising

- Prior approval is required from the Committee in respect of any fundraising activities proposed.

Quarterly and Year End Accounts

Mulroy Hoops Basketball Club's financial year end is 31 December.

It is the responsibility of the Treasurer to:

- Produce a draft set of accounts at the end of each quarter.
- Prepare year-end accounts for consideration at the AGM.
- Submit accounts to coaches and committee prior to AGM.
- Safely retain all relevant information, bank statements and cheque books for seven years.

Equipment, Team Kits and sponsorship

- Equipment and team kits remain the property of Mulroy Hoops Basketball Club. All members have been allocated a kit number and each kit remains the responsibility of that player. The kit for each age group will be the responsibility of a designated person. An up-to-date register of all equipment/kits is held by the club.
- Sponsorship of clothing, equipment, prizes or otherwise requires the agreement of the Committee.
- Money collected under the auspices of Mulroy Hoops Basketball Club remain the property of the club and as such falls under the requirements of this policy but must be spent on improving the club's facilities, coaching, equipment or any other form that improves the club.

Hire of Premises for training and games

- The hire of premises for games is the responsibility of the Fixtures Co-ordinator.
- The hire of premises for training and allocation of slots must be agreed with the coaches and committee at the start of the season.
- The home venues of Mulroy Hoops Basketball Club are currently Ray Community Centre, Rossnakill Tourism and Resource Centre, Loreto Community School, Milford, Mulroy College, Milford.

Senior Teams

- Senior teams may maintain separate finances but monies collected (after allowing for expenditure) must be submitted to the treasurer by 31 December. A breakdown of income/expenditure should be provided to the treasurer each quarter.
- The senior teams will also be subject to all other requirements of the Finance policy.

Club code of conduct:

Code of conduct for children:

- Children may not bully, intimidate or exclude any other child.
- Children may not physically, verbally, emotionally or mentally abuse any other child.
- Children must try to make everyone feel welcome and instil a sense of belonging in our club.
- Children may not use bad language or offensive signs while in training or away at games or events.
- Always shake hands before and after a match.
- Be responsible for your allocated kit.
- Children will respect all players, coaches, referees and officials affiliated with both our club or any other club we come in contact with.
- Children may not bounce basketballs, shoot basketballs, or talk while a coach is trying to talk or explain a drill.
- Children may not make a coach or volunteer feel as if they cannot perform their job.
- Children may not intentionally try to hurt or injure any player within our club or a player affiliated with any other club we play.
- Children must listen and respect coaches and come to training willing to learn and try their best.
- Any breaches of these policies will be handled by the team coach and/or depending on the seriousness of the offence the board members.

Code of conduct for coaches:

- Coaches must create a safe and fun environment for participants.
- Coaches adhere to the club's mission statement and policies.
- Coaches may not exclude a child from games or practices.
- Coaches may not make a child feel unwelcome or unwanted within our club.
- Coaches may not physically, mentally or emotionally abuse any children within our club or children affiliated with any other club.
- Coaches may not make any other coaches or volunteers feel unwelcome or unwanted.
- Coaches will instil the rules and ethos of the club within their players.
- Coaches may not make any official, referee or coach feel as if they cannot do their job.
- Coaches must instil a sense of respect with player towards opponents, referees and officials.
- Coaches may not continuously have negative interactions with officials such as continuous technical fouls or being thrown out of a game.
- Coaches may not use bad language or offensive signs.
- Coaches must give all participants an equal opportunity regardless of ability, age, gender, race, religion, sexual orientation, disability or creed.
- Coaches must educate themselves as much as possible in the sport of basketball.
- Any breaches in these rules will be addressed by the club's board.

Code of Conduct – Parents:

- Parents must be Garda vetted through the club, become involved in coaching or volunteering and to attend meetings and courses. Parents are expected to:
- Elect two officials from their team to take up the role as assistant coach and a member of the committee.
- Encourage and support your child in their sport.
- Be familiar with those mentors who are coaching your child.
- Behave responsibly on the side-line (do not engage with referees, players or coaches).
- Bring children to and from training on time.
- Encourage your child to play by the rules.
- Ensure your child has the proper training/playing gear and water.
- Be responsible for the kit that has been assigned to your child.
- Support the coaches and help out wherever necessary.
- Ensure that your child is registered and paid-up. Weekly training fees must be paid on the day/night. All other training sessions and home match expenses are additional.
- Be mindful that while it is parents' responsibility to get children to training/matches, there should be fairness among parents in sharing expenses incurred through travel.
- Respect the coaches' decisions and encourage your children to do the same.
- Show your support for your child/team by attending matches on a regular basis and assisting in the organisation of club activities.

- Communicate any concerns you may have to the coach by reasonable means and at an appropriate time or if you feel unable to talk to the coach you can talk to the coach's representative on the committee or another committee member.
- Assist with the provision of refreshments and cleaning up at home games and club events.

Policies:

Complaints:

Referees and officials:

- If the coach feels that the club has been unfairly treated during a game or is not happy with the officiating, they adhere to Basketball Ireland protocol. They will not engage in an argument or dispute with the officials instead they will advise their captain to sign the score book and inform the referees that they have done so as they are unhappy with the results of the game (this must be done before 15 minutes elapses after the game). They will then inform the chairperson that they have done so and can ask the chairperson to follow up the complaint with an email to Basketball Ireland.
- Any referee who wears a yellow whistle is a beginner official. As our club wants to encourage more and more people to become referees we will as a club have a policy as were, we do not engage with any referee sporting a yellow whistle. All coaches will only engage with the senior official and will inform players before game to not engage with the training official.

Child protection complaints:

- Any complaints of child abuse whether it be physical, sexual, emotional, verbal abuse will be handled by the club's child protection officer and adhere to our child protection policy. The child protection officer will investigate the complaint without bias and inform any necessary bodies such as Garda Síochána or Tusla.

Complaints about coaches:

- Any complaints about a coach's performance, style of play or selection of players will be handled by the club's board. The board will ensure the coach is adhering to club standards and policies.
- If the coach is found not to be adhering to club policies, they will be given a recap of them by the club policies to ensure they understand them by the club's board.
- If the coach is found to repeatedly break club policies, they will be given first a verbal warning, followed by a written warning and finally they will be asked to leave the club.
- Any serious matter such as child abuse, physically attacking officials or other coaches or anything deemed by the club's board as an extreme action will result in the coach being asked to leave the club immediately with warnings not being necessary.

Complaints about players:

- Any complaints about players affiliated with the club will be handled by the club's board.
- They will always be addressed with both child and guardian present never between just the child and a member of the board.
- If the complaint is within the club i.e.: by a coach, player or volunteer, the board will act without bias as a mediator between the two parties to come to an agreement and way to move forward from the complaint.
- If the complaint is from an external source the club chairperson will act on behalf of the child in question by addressing the problem with the child and guardian and then representing their views and opinions with the external source of the complaint.
- If the child is found to repeatedly break club policies, they will be given first a verbal warning, followed by a written warning and finally will be asked to leave the club.
- Any serious matter such as child abuse, physically attacking officials or other coaches or anything deemed by the club's board as an extreme action will result in the player being asked to leave the club immediately leave the club with a formal warning not being necessary.

Complaints about board members:

- Complaints about board members will be handled by the chairperson.
- The chairperson will not be biased in their review of the complaint.
- If the board member is in breach of the club policies, they be given a recap of them by the club policies to ensure they understand them by the club chairperson.

- If the board member is found to repeatedly break club policies, they will be given first a verbal warning, followed by a written warning and finally will be asked to leave the club.
- Any serious matter such as child abuse, physically attacking officials or other coaches or anything deemed by the chairperson as an extreme action will result in the club board member being asked to immediately leave the club with no need for a formal warning.

Complaints about the chairperson:

- Complaints about the chairperson will be handled by the club's board.
- They will act with no bias and if the complaint comes from a member on the board, they will eliminate themselves in the investigation and leave the investigation to the other members of the board.
- If the chairperson is in breach of the club policies, they be given a recap of them by the club's board to ensure they understand them by the club board.
- If the chairperson is found to repeatedly break club policies, they will be given first a verbal warning, followed by a written warning and finally will be asked to leave the club.
- Any serious matter such as child abuse, physically attacking officials or other coaches or anything deemed by the club board as an extreme action will result in the coach being asked to leave the club immediately with warnings not being necessary.

Club Player Selection Policy

- A player should play within his/her age group if there is a team available at that age group. At times it may be necessary to supplement a team with a player from a younger team ('playing up'); e.g. an Under 14 player plays with an U16 team for games.
- While it may be necessary, such 'playing up' can demotivate weaker players to the point where they will eventually give up playing. If for example a player who is 'on the age' is continuously displaced by players from a younger team. Similarly a younger team can be weakened by the loss of a player to an older team.
- Club policy discourages 'playing up' but allows it where players are needed to make up a team for games only. 'Playing up' should not deprive players who are 'on the age' of getting a game.
- At Under 12, Under 14, Under 16 and Under 19 level where there are two teams, players will be divided by their year of birth e.g. Under 12 team A (players 'on the age'), Under 12 team B (players with two years in that age group) **this includes training**.
- The started 7 on team A should be made up of players 'on the age', the remaining players from 'on the age' and team B should be rotated to make up the rest of team A. Rotation should be as fair as possible and is at the discretion of the coach.

Policy

- The allegiance of players for training and playing should firstly be to their own year group.

- If a player refuses to train or play with his own age-group, then he will be prohibited from playing up.
- A player is not allowed to play or train more than one age up
- When a team needs a player to 'play up', the coach must seek permission from the coach of the younger team to provide a player. The coach of the younger team decides which player is to be offered the chance to 'play up' and is responsible for communicating the offer to the parents of the player involved.
- The Chairperson may sanction exceptions to this policy.

Selection of players for academy's or Irish squads:

- Coaches will allow any player who is wanting to attend trials for an academy or Irish squad to attend. However, they will advise who they feel will be most suited to the trials.
- Any player who is selected to a squad will be given the full support of the club.
- The club coach may not advise the player to attend club games or training over the squads training or games.
- The club coach may not contradict the academy or international head coach by dismissing their ideas or trying to encourage the player not to do what has been advised by the coach.

Interaction with other clubs or schools:

- if a member of our clubs is playing other sports or playing with other teams in school the coach of their age group will take a proactive approach to communicating with the other coaches.
- We will never discourage a player from playing another sport or with another team.
- We will try to communicate with the other coaches to schedule training sessions and games so they do not clash.
- We will also communicate the type of training we are doing so the member is not doing high intensity training 4 or 5 times a week as this will lead to injury or burnout.

Membership Discounts:

- All coaches with a child in the club qualify for a 'coach's discount'. The discount can be applied to the training fee only. If a coach has more than one child the discount will only apply to the first child's training fee (**100% Discount**). The full training fee must be paid for any additional child/children.

- A 'player coach' will apply for her/his training fee only. **A player coach is eligible to a discount of 50% off training fees.**

- Discounts will be refunded once the training fee is paid in full.

Volunteering and Roles within the club:

Volunteering Values

- Mulroy Hoops values the involvement of volunteers in our work because they help reflect the interests, needs and resources of the community we aim to serve and bring a unique perspective on all our work.
- Mulroy Hoops recognizes volunteers as a core part of our team, with a distinctive but complementary role alongside paid staff.
- Mulroy Hoops benefits from the skills, experience and enthusiasm of volunteers, we believe that volunteers should be able to gain personal benefits from the experience too. We are committed to managing volunteers in a way that ensures that the needs of both parties are met.
- Mulroy Hoops strives to create a diverse and inclusive organization within a diverse and inclusive community. Therefore, we are committed to ensuring equality of access to high quality volunteer opportunities and equality of treatment for our volunteers in all our policies and practices."

Volunteering Preparation & Planning

- All volunteers are provided with a written role description, outlining the purpose, tasks and main expectations of their role. This role is reviewed at least once a year by the committee.
- Volunteers with Mulroy Hoops are fully protected by the organization's public liability and personal accident insurance. However, drivers using their cars in connection with their voluntary work must inform their own insurance company to ensure adequate and continued cover.
- Mulroy Hoops endeavors to provide adequate and appropriate facilities, equipment and resources to enable volunteers to fulfil their roles.
- The Mulroy Hoops Volunteer Co-Ordinator is responsible for the overall management of volunteer involvement, including overseeing the implementation of this policy and dealing with any complaint or grievance relating to volunteers.

Volunteering Recruitment & Selection

- Mulroy Hoops is committed to serving and representing all people and wishes to see all sections of the community represented among our volunteers. Volunteer opportunities are widely promoted throughout the club, and we will endeavor to make recruitment and selection materials available in a format accessible to any individual or group, upon request. Furthermore, Mulroy Hoops regularly reviews the make-up of the volunteer team to identify and target any under-represented group(s).
- Mulroy Hoops implements a fair, effective and open system in the recruitment and selection of volunteers and treats all information collected in this process confidentially. All potential volunteers will go through a recruitment and selection process that is appropriate to the role offered.
- Mulroy Hoops uses volunteer registration forms and informal chats. Additional measures may be implemented depending on the nature of the volunteer role and garda records checks are conducted where appropriate.

Volunteering Management of Volunteers

- Mulroy Hoops will hold an induction at the beginning of the season. This will be conducted by the Volunteer Co-Ordinator.
- Volunteers are provided with:
 - A written letter of welcome
 - Details of their position
 - Information on the day to day operations of the club
 - Support that will be provided to them
 - Introductions to key people in the club
 - Available training opportunities
- Mulroy Hoops aims to reflect the voluntary nature of our relationship with volunteers in all our policies and procedures for managing their involvement. Therefore, the volunteer's designated supervisor deals with minor complaints or grievances about or by volunteers or their work through the usual support and supervision procedures, in the first instance. However, we recognize our duty to protect the wellbeing and interests of all our stakeholders and therefore operate a formal complaints procedure in the case of more serious complaints. In the case of particularly serious offences, as specified in the Code of Practice, this process may be bypassed and/or the subject of the complaint asked to leave. Where a criminal offence is suspected, the matter will be handed over to An Garda Siochana.
- In order to effectively monitor the work that volunteers do and how they are managed, a personal file is maintained for all volunteers, which includes: contact details and other relevant personal information; details of the application and selection process; agreements made; hours worked; records of support and supervision activities; training undertaken and any complaints or grievances made or received. Some of this information and other relevant information may also be recorded in computerized records. All such information is treated in accordance with the Data Protection Act (1998) and volunteers are entitled to inspect all such information pertaining to their own involvement.
- Intellectual Property Rights - Both volunteers and the organization agree that the intellectual property rights of original work produced by volunteers automatically transfers to the organization.

Committee:

All committee roles will be re-elected after two years so no one person can be on the board for more than two years. No parent will be entitled to do more than two years of service on the committee in the entire time that their children play for Mulroy Hoops. The elections will take place between the parents of each team and one parent will be elected to the board. This person will be required unless extenuating circumstances become an issue to serve two years on the committee.

➤ Chairperson:

- Manage committee and/or executive meetings.
- Manage the annual general meeting.
- Represent the club/group at local, regional, and national levels of basketball.
- Act as a facilitator for club/group activities.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

➤ Vice Chairperson

- Assist the club Chairperson in all roles and responsibilities they have within the club.
- If the club chairperson is unable to fulfil the role or has to leave the committee on short notice due to illness or other factors the vice chairperson will take over all responsibility and roles of the club chairperson.

➤ Secretary

- Prepare the agenda for club/group meetings in consultation with the Chairperson.

- Make arrangements including venue, date, times and hospitality for club meetings.
- Send adequate notice of the meetings.
- Collect and collate reports from committee members.
- Call for and receive nominations for committees and other positions for the club/group AGM.
- Take the minutes of meetings.
- Write up the minutes as soon as possible after the meeting.
- Read, reply and file correspondence promptly.
- Collate and arrange for the printing of the annual report.
- Maintain files of legal documents such as constitutions, leases and titles.
- Act as the public officer of your club/group liaising with members of the public, affiliated bodies and government agencies.
- With Associations - process transfer applications; enter teams in competitions; represent your club/group at Association meetings; obtain Association sanction for club/group events; communicate information between Association and club/group members, such as event deadlines.
- Other tasks: handle bookings and entries; supervise uniforms; respond to general duties as directed by the club/group committee.

➤ Vice Secretary

- Assist the club secretary in all roles and responsibilities they have within the club.
- If the club secretary is unable to fulfil the role or has to leave the committee on short notice due to illness or other factors the vice secretary will take over all responsibility and roles of the club secretary.

➤ Treasurer

- Prepare a budget and monitor it carefully.
- Keep the club's books up-to-date.
- Keep a proper record of all payments and monies received.
- Make sure financial reports are available and understood at all committee meetings.
- Show evidence that money received is banked and documentation provided for all money paid out.
- Ensure that information for an audit is prepared each year.
- Arrange the audit.
- Give Treasurer's report at regular meetings and when required.
- Produce an annual financial report.
- Send out accounts.
- Pay the bills.

➤ Vice Treasurer

- Assist the club treasurer in all roles and responsibilities they have within the club.
- If the club treasurer is unable to fulfil the role or has to leave the committee on short notice due to illness or other factors the vice treasurer will take over all responsibility and roles of the club treasurer.

➤ Fixtures Coordinator

- Enter teams into respective age group leagues.

- Liaise with club coaches and other club's fixture coordinator.
- Keep spreadsheet/website up to date once league fixtures are known
- Notify Ray Community group for court times for home fixtures.

➤ Child Protection Officer

- Receiving and acting upon any reported concerns.
- Ensuring the Policy is implemented and promoted.
- Promoting best safeguarding practice across the wider club and competitions.
- Acting as first point of contact for parents and children with concerns, complaints or issues.
- Ensuring clubs and Basketball Irelands child protection policies are upheld within the club.
- Ensuring all parents, coaches and committee members are Garda Vetted.

➤ Volunteer Co-Ordinator

- The role of the Volunteer Coordinator is to coordinate the work being done by the various volunteers involved in our club. It also includes assisting with recruiting, retaining and rewarding volunteers as well as supporting individual volunteers where necessary.
- Assess the need for volunteers in the club for positions and events.
- Get to know all club volunteers and potential volunteers and act as their main contact
- Ensure that all volunteer jobs have a Role Outline
- Coordinate the implementation of the volunteer recruitment, training and support plans
- Work to organise volunteer rosters where required
- Recognise and nominate your volunteers for volunteer awards
- Identify and organise training opportunities for volunteers
- Work with the club committee to organise social events for volunteers
- Attend committee meetings to report.

➤ NW board member

- Attending monthly meetings in Ballyshannon
-
- Distribute meetings minutes provided by NW Secretary
-
- Take up a position on the board eg: child protection officer, PRO, fixtures coordinator.

➤ Membership system and social media officer

- Technical role

- Maintaining online system (loveadmin.com)
- Allows members payments through online system
- Updating fixtures on the website
- Runs club Facebook and Instagram accounts uploading photos, fixtures and match reports
- Coaches representative
 - The coach's representative is the voice of all coaches within the club.
 - This role will be filled by an elected coach by the rest of the club's coaches.
 - They will relay any decisions or thoughts of the committee to the rest of the coaches.
 - They will take any complaints or concerns of the coaches to the committee.
- Designated liaison officer
 - The designated liaison person is responsible for ensuring that the standard reporting procedure is followed, so that suspected cases of child neglect or abuse are referred promptly to the Child and Family Agency Duty Social Worker. In the event of an emergency where you think a child is in immediate danger and you cannot get in contact with the Children and Family Agency Duty Social Worker, you should contact An Garda Síochána.
 - The designated liaison person should ensure that they are knowledgeable about child protection and undertake any training considered necessary to keep themselves updated on new developments.

Coaches:

All head coaches are a voluntary position and can be taken up by anyone who is willing and qualified to do so. In the case the club has not got enough coaches to fulfil positions the club will hire in coaches but this will mean parents getting involved in fundraising in order to pay the coaches.

All assistant coaches will be elected by parents of the team and this coach will have to complete a minimum of one season but can stay on if they wish and parents support them.

➤ Head coach:

- The head coach's role is to coach the team.
- They organise all training sessions, attend all sessions and run these sessions.
- All coaches must be garda vetted by the club and hold at least a foundation level coaching course from Basketball Ireland or relative governing body of basketball in another country.
- Coaches will try to educate themselves as much as possible by completing the next stages of the coaching courses which will be financially aided by the club.
- They will ensure all policies and procedures outlined by the club are followed.

➤ Assistant coaches:

- The assistant coach will be garda vetted by the club and will hold at least a foundation level coaching course from Basketball Ireland or relative governing body of basketball in another country.

- They do not have to have this qualification at the start of their role but must complete the course during the season however they must be garda vetted at the start of the season.
- They will collect money at the start of the session and record it so that they can be given to the club's treasurer.
- They will ensure all players have kits and collect these kits at the end of the season.
- They will fill in the score sheets on game day and look after any injuries or issues during the games.
- They will assist coaches during trainings but will never be asked to lead a session themselves if not comfortable in doing so.
- Help head coach write out a match report for club website after every game.
- Assistant coaches must be at least in 3rd year in Secondary school and above.

Referees and table officials:

All referee and table officials are a voluntary role and will only be entered into by those who wish to.

➤ Referee coordinator

- External from the committee they are in charge or organising referees for home games.
- They will liaison with the fixture coordinator to ensure all referees are organised for home games.
- They will ensure the training of new and existing referees and table officials by organising course and training days.

- They will sit down with coach's representative on the committee at the start of the season and highlight any games in which coaches require experienced referees however coaches cannot ask for specific referees by name.
 - They will listen to and relay any complaints by the coach's representative on the committee to specific referees and will investigate any complaints of unfair treatment or inadequate officiating.
- Referees:
- All referees must hold at least the introduction referee course qualification.
 - A referee must hold a level one referee course qualification in order to referee any games at under 16 or above.
 - A referee who is under the age of 18 and only holds an introduction to referee qualification can only referee blitz and division 2 games.
 - A referee must have refereed at least 10 blitz or division 2 games before they are allowed to referee any under 12 or under 14 division one games.
- Table officials:
- All table officials must have completed the introduction to table officiating course by Basketball Ireland before taking charge of a game.
 - Those who hold the higher qualifications will be given preference for games.

Document Retention:

- All financial documents should be retained by the Treasurer for 7 years.

Changes & Edits:

- The policy will be reviewed and adjusted and updated where necessary.
- Minor adjustments may be made at the Coaches & Committee meetings and will be operational and effective until the next AGM or EGM.
- Major adjustments will be made at an AGM or EGM.