

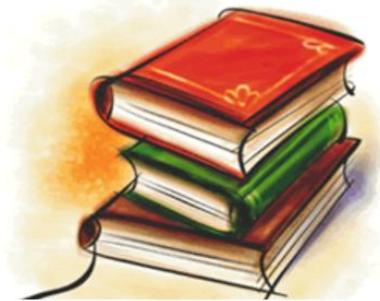


## East Galway Celtics (EGC) basketball

**Affiliated League/Association:** Galway Area Basketball Board (GABB) and Basketball Ireland  
**Address:** Newcastle, Athenry, Co Galway

### Our Guiding Principles

Revision 07 Effective 31 January 2026



#### Mission Statement

East Galway Celtics (EGC) basketball club's goal is to foster the growth and development of Basketball in the local Athenry community, by providing learning opportunities in a safe, fun, fair, impartial and collaborative environment.

#### Our Values

To attain our Mission we must put in place certain criteria that we expect from our club, not limited to executive committee members such as chairperson, club secretaries, treasurer and non-executive committee members such as coaches, and administration staff.

Club representatives will conduct themselves in all their dealings in a way that confers and earns respect, and demonstrates integrity.

- **Respect:** We value and recognize every individual team member for their unique skills, we listen and respect the views of all. We are conscious of the impact that our acts, behaviours and decisions have on our club members.
- **Trust:** We assume positive intent in others. We believe that they are sincere in their judgment and advice and do not doubt their good intentions. Trust is the cornerstone for collaborative and cooperative team work.
- **Transparent:** We act in a fair, consistent and transparent manner. We openly collaborate and communicate with all club members in a respectful manner.
- **Accountable:** We actively engage in discussions and commit to decisions once they are made.
- **Fun, learning environment:** We instil the love for the sport that encourages basketball for life.
- **Teamwork:** We work together cooperatively, supporting each other as we strive towards a common goal.
- **Inclusive:** We are welcoming of everyone to your club, regardless of factors like ability, gender, sex, background or age. Everyone has the right to be involved, and it's beneficial to all when club membership represents and reflects the whole local community.

All persons associated with East Galway Celtics are volunteers and are expected to uphold and promote this ethos in all roles that they undertake on behalf of East Galway Celtics Club.

**"If everyone is moving forward together, then success takes care of itself." – Henry Ford**



## Club Colours

The club colours are Green (RGB is 0, 86, 37) and Yellow/Gold (RGB is 255, 198, 39).

Black and White are also integrated as appropriate for home and away kits and club gear. Club gear is currently supplied by O'Reilly's in Donegal.

## The Executive Committee and its Role

- The Club is an integral part of the Galway Area Basketball board, Basketball Ireland and Basketball Ireland Regulations to which all Clubs, Teams, Officials, Coaches and Administrators are bound. Ensure the club is run according to its Mission statement and Constitution.
- To run the club on behalf of the members to achieve the goals and objectives of the club.
- Ensure the sustainability of the club by ensuring the club has a sustainable number of participants and volunteers, access to suitable facilities as and when needed and has community support.
- Creating and implementing a succession plan for all roles within the club. Ensure that the next generation of volunteers are being identified, developed and trained.
- Ensure equality of access to high quality volunteer opportunities such as coaching development, table official development, special needs training and ensure equality of treatment of our volunteers.
- Ensure adequate and appropriate facilities, equipment and resources are available to enable volunteers to fulfil their roles.
- Responsibility for the important parts of leading, directing and supervising the Club.
- Responsibility for monies and how best used.
- The Club shall have the power to elect from its members an Executive committee. The roles within the executive committee are outlined in club constitution.

As basketball is a relatively new sport in the East Galway community, established since 2017, trained/experienced volunteers are challenging to identify, therefore the committee will endeavour to provide all appropriate training to individuals during the course of the season with the support from the GABB development officer and the wider basketball community. All new volunteers are made aware of the applicable club information available on [www.eastgalwayceltics.com](http://www.eastgalwayceltics.com) and coaches are provided access to the player development pathway and training/coaching videos available on our secure site. These videos can be used to establish the basics in basketball and how to evolve the training as our juvenile members grow and develop.

Appointees and potential appointees should be made aware of the following publications, and follow the procedures if they suspect or receive reports of abuse or poor practice of any sort:

Basketball Ireland's Code of Ethics for Children's Sport and Basketball Ireland's Code of Conduct both of which can be downloaded from the Basketball Ireland website: [Downloads](#)

Code of Ethics & Good Practice in Children's Sport from the Irish Sports Council and SportNI which can be downloaded from the Irish Sports Council Website: [Sport Ireland Ethics | Sport Ireland](#)

All members of the committee, coaches, player and Parents should be aware of Basketball Ireland's Code of Ethics for Children's Sport

The executive committee positions are held by the following personnel and voted in during the 2025 AGM.

|                          |                |
|--------------------------|----------------|
| Chairperson              | Caroline Walsh |
| Club Secretary           | Aidan Mulvaney |
| Treasurer                | Sarah Quirke   |
| Child Protection Officer | Siobhan Quinn  |



|                                      |                       |
|--------------------------------------|-----------------------|
| Head Coach                           | John Caulfield        |
| Juvenile Club Representative - Girls | Dora Fahy             |
| Juvenile Club Representative – Boys  | John Caulfield        |
| Adult Club Representative            | Michelle Williams     |
| Honorary President                   | Not filled at present |

The non-executive members of the committee are:

|                          |                 |
|--------------------------|-----------------|
| PRO                      | Fiona Sheridan  |
| Club Development Officer | Caroline Walsh  |
| Registrar                | Damien Costello |
| Ex – Officio             | Damien Costello |

The designated liaison person is:

|     |             |
|-----|-------------|
| DLP | Elaine Ryan |
|-----|-------------|

### **Safeguarding (Child Protection)**

- It is the club's policy that all members with direct and indirect contact with juvenile members are Garda Vetted and have completed Safeguarding 1.
- A male/female presence is required for all underage training sessions. For all male sessions a female presence is not required. For all female sessions, a female presence is required.

### **Roles and Responsibilities**

- All members in the Club are expected to realize the Club Mission statement, uphold the club core values, adhere to the rules and operate in a fair and impartial way.
- The following section details the roles and responsibilities for the executive and non-executive members. The job description for each role must be signed and dated by the holder of those positions, confirming that they agree with the role and the responsibility of that role. The signed job descriptions will be retained on file by the Club Secretary.

### **EXECUTIVE COMMITTEE MEMBERS**

#### **Chairperson**

- The Chairperson is the chief officer of the Club, the public head, the one ultimately responsible for its activities and for the Club's relations within the Club and outside. It is primarily one of leadership - to set the pace for the group and lend it some purpose, direction, and guidance.
- As per the club constitution, the period of office is 3 years. During the final year, the successor for the role must be ideally appointed and trained on the responsibilities of the role. The Chair will act as ex officio for the new committee to ensure smooth transition of operations and strategic planning activities.
- Responsible for:
  - Act as official spokesperson for the Club.
  - Control and coordinate activities of the Club.
  - Develop a strategic plan with the executive committee and club development officer.
  - Jointly responsible with the Treasurer, for the Club's finances– sponsorship, fund raisers etc.

- Regularly communicate with and provide information to members about the running of the Club.
- To ensure that the views of all members are respected.
- Chair regular club meetings, executive committee meetings and the Annual General Meeting. The chairperson together with the club secretary is responsible for facilitating the business of the meeting, for example to plan for meetings, set meeting agenda and to maintain the time lines for the meeting.
- Ensuring that those individuals who work on behalf of the club have the necessary support so as to enable them to fulfil their roles.
- Ensuring that the club constitution is aligned with the Galway Area Basketball Board (GABB) and Basketball Ireland policies and procedures.
- Ensure compliance to the club constitution by all executive and non-executive members.
- The Chairperson needs to stay neutral on issues that may need to be voted on at meetings, not to misuse the power of the position and be a good listener who can call on the skills of other members and encourage all members to be involved in the planning and development of the club.
- Ensure that the club adheres to the requirements of the Basketball Ireland Bronze, Silver, Gold and Platinum Marks.

### **Club Secretary**

- The Secretary is the principle administrative officer. Outside organisations interested in the Club contact the Secretary for information or details about membership, training, meetings, events and activities.
- The official channel of communication between the Galway Area Basketball Board (GABB) Executive Committee and a participating club is the Club Secretary, correspondence is via the club e-mail. All correspondence from the GABB Executive Committee requesting a reply must be answered within four (4) working days. Failure to do this will result in an automatic fine.
- The period for which he/she is to hold office is 3 years. During this period the successor for the role must be ideally appointed and trained on the responsibilities of the role.
- Responsible for:
  - Communicate effectively with chairperson and also other executive committee members.
  - Attending GABB meetings and communicating the outcomes of those meetings to the executive committee.
  - Reviewing the GABB Rules and Regulations upon update, communicating the changes to the Executive Committee, hence allowing the executive committee to assess the impact to the club constitution and Guiding Principles.
  - The Secretary forwards relevant e-mails to the applicable team managers and coaches and performs communications as requested by those team managers, coaches and executive committee members.
  - At meetings, formal and accurate records are required to be kept including a list of all the members in attendance, what is discussed and decided at each of the meetings. Before the close of the meeting the Secretary should recap to ensure the actions are correctly captured.
  - Filing and updating of records. These must be kept and held in a safe place by the Club Secretary, in line with current GDPR requirements. These include, but not limited to:
    - Personal data files: · Contact information including parental permission forms (for any junior members) · Committee's members · Staff members (paid and voluntary) · Members by category (including medical information) ·
    - Club records: · Constitution · Minutes book · Statement of accounts · Secure file or official documentation · Club Diary · Accident book
    - Policy Documents: · Health and safety policy · Code of conduct policy · Child protection policy
    - Password to the club email is provided to all executive and applicable non-executive members.
    - Passwords for Clubforce are issued to the Secretary, Treasurer and Registrar.
    - Passwords for the Basketball Ireland registration are issued to the Chairperson, Secretary, Treasurer, Child Protection Officer and registrar.
  - Forward Subject Access Request forms to members enquiring about personnel data and forward the query to Basketball Ireland Data Protection Officer, Rory Wall, [rwall@basketballireland.ie](mailto:rwall@basketballireland.ie).
  - Ensure club policies are implemented and disseminated to all club members.

### **Treasurer**

- The Treasurer has responsibility for all the Club's finances and the maintenance of accounts.
- The period for which he/she is to hold office is 3 years. During this period the successor for the role must be ideally appointed and trained on the responsibilities of the role.
- Responsible for:



- The Club Treasurer is responsible for match/ training/ registration fees collection.
- Following up on arrears from members for the monthly direct debits.
- Complete refunds for members that have ceased membership.
- Co-ordinating the membership plans with the designated registration company.
- Organize floats as required.
- Ensuring that all cash and cheques are promptly deposited.
- Issuing receipts for all money received and recording this information
- Paying the bills and recording information. The Treasurer plus 2 other named executive members will be authorized to make payments on behalf of the club, with transactions requiring any 2 of the 3 signatures.
- Keeping up to date records of all financial transactions.
- Discuss issues of funding and expenses with the executive committee
- Reporting regularly to the executive committee on the financial position.
- Presenting end of year financial report to AGM.
- Prepare end of year accounts and submit any statutory documents that are required (e.g. VAT returns, grant reports).
- Even if these duties are delegated to another officer, the Treasurer is still ultimately responsible. It is up to the Treasurer to make sure that any delegated work is done properly.

### **Juvenile Head Coach**

- Has responsibility for representing the juvenile team managers, coaches and administration teams at the executive committee.
- Has responsibility for representing the juvenile players within the club.
  - Note that there are two juvenile representatives in the executive committee. Each represents a separate sex i.e., boys or girls. For example, if the head coach represents girls the Juvenile Player Representative must represent the boys.
- The period for which he/she is to hold office is 3 years. During this period the successor for the role must be appointed and trained on the responsibilities of the role.
- Communication of matters to the executive committee.
- Maintain list of qualification status of coaches.
- Ensure all team managers have submitted league teams to Galway Area Basketball Board at start of the season.
- Ensuring that first aid training and facilities are available to all team managers and coaches.
- Liaise with the Treasurer to ensure funding is available for rent etc associated with the training facilities.
- Liaising with the players to ensure that their concerns are addressed at executive committee.
- Liaise with managers and coaches to ensure health and safety issues are addressed by executive.

### **Juvenile Player Representative**

- Has responsibility for representing the juvenile players within the club.
  - Note that there are two juvenile representatives in the executive committee. Each represents a separate sex i.e. boys or girls. For example, if the head coach represent girls the Juvenile Player Representative must represent the boys.
- Communication of matters to the executive committee.
- Liaising with the players to ensure that their concerns are addressed at executive committee.
- The period for which he/she is to hold office is 3 years. During this period the successor for the role must be appointed and trained on the responsibilities of the role.

### **Senior Player Representative**

- Has responsibility for representing the adult players within the club.
- Communication of matters to the executive committee.
- Liaising with the players to ensure that their concerns are addressed at executive committee.
- Liaising with the players to ensure health and safety issues are addressed by executive.
- The period for which he/she is to hold office is 3 years. During this period the successor for the role must be appointed and trained on the responsibilities of the role.

### **Child Welfare Officer (CWO)**

- Club Children's Officers should be child centred in focus and have as the primary aim the establishment of a child centred ethos within the club. S/he is the link between the children and the adults in the club.



- A person appointed to the Club Children's Officer position in a club must have completed Safeguarding 1 (Child Welfare & Protection Basic Awareness) workshop and the Safeguarding 2 workshop.
- The period for which he/she is to hold office is 3 years. During this period the successor for the role must be ideally appointed and trained on the responsibilities of the role.
- Responsible for:
  - Monitoring and reporting to the club Management Committee on how club policy impacts on young people and Sports Leaders.
  - Ensuring that the relevant Garda vetting and Child safeguarding Level 1 training is undertaken by all persons working in an official capacity with young players in the Club. This must happen before commencing the role.
  - Ensuring that the Codes of conduct being in place and signed by the parents and coaches.
  - Dealing with Breaches in the code of conduct (unless serious).
  - Ensuring a Social Media Policy is in place.
  - Ensuring a Child Protection Policy is in place.
  - Ensuring that all involved adults, children and parents/guardians should be aware of how to report, and to whom concerns should be reported, within the club/organisation.
  - Maintain list of safeguarding status of club members.
  - As a duty of care to the juvenile players, the coach is responsible for informing the players of who is acting as the club Designated Safeguarding Children Officer.
  - Ensure health and safety assessments of premises are performed and corrective actions closed.
  - The contact details, together with a picture, of the club Child Welfare Officer is available in every club newsletter.

## **NON-EXECUTIVE POSITIONS**

### **Public Relations Officer (PRO)**

- Expected to realize the Club Mission statement, uphold the club core values, adhere to the rules.
- Work as part of a team along with the other Club Officers, team mentors and the various sub committees in the club.
- Promote the Club to the local community and beyond using all available methods of communication
- Comply with the Social Media Policy.

### **Designated Liaison Person**

- A person appointed to the Designated Liaison Person position in a club must have completed the Child Welfare & Protection Basic Awareness Course and should complete the Designated Liaison Person Safeguarding 3 Training course also.
- The contact details, together with a picture, of the club Designated Children Officer is available on every club newsletter.
- Responsible for:
  - Reporting allegations or suspicions of child abuse to TULSA Child and Family Agency and/or An Garda Síochána.
  - Ensuring that all involved adults, children and parents/guardians should be aware of how to report, and to whom concerns should be reported, within the club/organisation.
  - Ensuring that the relevant Garda vetting and Child safeguarding Level 1 training is undertaken by all persons working in an official capacity with young players in the club. This must happen before commencing the role.

### **Registrar**

- The Club Registrar is the official channel of communication between the Galway Area Basketball Board and Basketball Ireland in terms of player registrations. Even if these duties are delegated to another officer, the Registrar is still ultimately responsible. It is up to the Registrar to make sure that any delegated work is done properly.
- Responsible for:
  - Oversee the annual club player registration for players, communicating via the PRO the open and closing dates for registrations.
  - Effectively use the Basketball Ireland Registration System to ensure all players and members are registered with Basketball Ireland.

- Advise the Treasurer of the total fees to be paid to Galway Area Basketball Board.
- Record payment of fees in the club and maintain this online register.
- Liaise with GABB about Club issues and enquiries – such as unregistered players, clearances and permits.
- Liaise with the applicable club managers and coaches for the approval of player transfer requests to and from the club. Submit approvals to the applicable clubs and/or GABB.
- Liaise with the applicable club managers and coaches for the approval of Structured Link Agreement Forms for club members. Submit approvals to the applicable clubs and/or GABB.
- Inform the player or in the case of juvenile members, the parent of the player, that the club transfer or structured link agreement has been approved.
- Ensure that the capacity for each applicable age group is not exceeded.
- Ensure timely communication is sent to all members regarding membership renewal.
- Periodically, update the Club Executive on the status of membership, providing sufficient detail to allow the Executive committee to make informed decisions on future membership policy.
- Submit an annual report on overall club membership to the Juvenile Head Coach and Senior Adult coach for communication at the AGM.
- Complete honorary membership registration as directed by the Executive Committee.
- Liaise closely with the Treasurer in relation to membership fees.
- Implement the Club membership policy in an open and transparent manner.
- In the event of a registration request for a disabled person, review the registration request with the parent and applicable manager and coach and if necessary, with the insurance company. Confirm that the disability can be facilitated by the club prior to proceeding with the registration.
- Liaise with other club officers and officials as required to ensure the smooth running of the overall member registration process.

#### **Club Development Officer**

- Lead the execution of the club strategic development plan which is developed on a 3 year cycle.
- Liaise with club volunteers to deliver the development objectives for the club.

#### **Administration Staff**

- The administration staff carry out all the administrative duties that enable the club and its members to function effectively.
- Note that this role can also be performed by the Team Manager.
- Responsible for:
  - Assist in the annual club player registration for players, as required by the Club Registrar.
  - Liaise with Registrar to follow-up of outstanding registrations and fees by age group.
  - Point of contact for the applicable assigned age-group regarding registration and fee matters and referred to Registrar as required.
  - Correspondence with, and general updates to, player parents/guardians on Spond by age group as directed by the executive committee, team managers or head coach.
  - If an accident occurs, populate the player details on the accident form and make available to the coach during/after the training/game for parent/guardian signature. The accident form can be found in the Coaches group within Spond, under 'Files/Personal Accident incident report. Forward the accident form to the parties identified on the form and copy the club email [eastgalwayceltics@gmail.com](mailto:eastgalwayceltics@gmail.com). The form is emailed within 24 hours of the accident.
  - Make parents/guardians aware of their duty to be present at finishing time of session or event.
  - Ensure that the general admin areas that are occupied by Club staff are kept clean and not damaged in any way, either prior to, during and immediately after training or match.
  - Support the coaches in the safeguarding of members.

#### **Coaches**

- Expected to realise the club Mission statement, uphold the club core values, adhere to the rules.
- The coach will need to be able to communicate effectively and appropriately with players at all times and in the case of juvenile members to be mindful of the age of the players and of the role as mentor and role model. The Club's preferred platform for communication is Spond.
- Do not equate losing with failure and do not develop a preoccupation with medals and trophies. The level of improvement made by underage players and senior players is the best indicator of effective coaching.

- Responsible for:
  - Instructing players in the rules, regulations, equipment, and techniques of the sport
  - Ensure that players benefit significantly from our training and games by promoting a positive, healthy, inclusive and participatory environment. Fostering a love of the game of basketball and assist players in developing to their full potential, regardless of their ability.
  - Coaches are responsible for managing and monitoring play time and ensuring that each player gets exposure to the game throughout the season.
  - Players can expect to play multiple positions throughout the season, but may be positioned in some roles more often than others based on the players individual skills and the needs of the team.
  - The selection of the team players is at the discretion of the team manager & Coach, however our ethos is that all players are included and all have an opportunity to participate in competition.
  - It is recommended that the coach introduces the players to the club rules and player rules on first night of new season. Set realistic – stretching but achievable – performance goals for players and teams.
  - If an accident occurs, make a brief record of the injury and action taken on the accident form, make contact with the player's parent/guardian during/after the training/game and have them sign the form to acknowledge awareness of the accident.
  - Forward accident report forms that are suspected of becoming claims to the insurance company within 24 hours of the accident. Contact details are on the form. Copy the club on the email correspondance via [eastgalwayceltics@gmail.com](mailto:eastgalwayceltics@gmail.com)
  - In the case of adult members, a consent form is signed during registration whereby players acknowledge the risk of injury in the course of training or competition.
- While abiding by the player ratios a juvenile coach must always be accompanied by at least one other suitably qualified adult at all times, to include coaching sessions, games and dressing rooms.
- Where a team consist of both boys and girls, the coaching or support team must also consist of both male and female personnel, or at least one other suitably qualified adult. If a coach of a girls team is male, a Garda Vetted female must also be present.
- Ensure that the training/game areas that are occupied by Club staff are kept clean and not damaged in any way, either prior to, during and immediately after training or match.
- **Coaching Qualifications:** For the 2014/15 Season onwards all Coaches from Under 14, 13, 12, 11, 10 and younger must hold a minimum of an Intro Coaching Qualification. No person will be permitted to coach a team at these age groups unless they have this minimum qualification. From 2015/16 Season onwards all coaches from Under 15 and older must hold a Level 1 Coaching Qualification.
- Ensuring that the relevant vetting and Child safeguarding training is undertaken, and kept current, before commencing, and during the role. Continue their own coaching development by attending courses and grading.
- It is important for the long-term sustainability of the club that successors are developed. These 'assistant' coaches will be trained on the responsibilities of the role of coach through the development player manager, whilst they await qualification. They must have the relevant garda vetting before commencing the role, and obtain Child safeguarding training and Intro Coaching Qualification before undertaking the coach responsibilities.
- Each coach must familiarise themselves fully with the most updated 'Basketball Ireland's Code of Ethics for Children's Sport ', GDPR requirements, GABB rules and regulations, the constitution etc through participating in the 'training day'.
- Respect game officials - Do not publicly question the judgement or honesty of game officials.
- At each training session at least one coach should be certified in First aid and confident in applying same.
- Be aware of any special needs for club members, engaging parents in the case of a juvenile or engaging the adult member to ensure the needs are met to the best of the club's abilities.
- Inform the club executive if a juvenile has enquired about a club transfer.
- The following Basketball Ireland rules must be complied with for players eligible for playing up in competition:
  - A player may only play a maximum of 2 grades within her/his age band within their own Area Board competition in any one season. E.g. a player can play U11 and U12 or U11 and U13. She/He cannot play U11, U12 and U13.
  - No U15 player can take part in the BI U18 National Cup.
  - No U16 player can take part in Senior National Competition.



- East Galway Celtics requires the applicable coaches to discuss and agree the playing up with the juvenile player and his/her parent/guardian. Safety and wellbeing is the first priority for the club and player. Coaches to inform the boys or girls juvenile representative, as applicable, of the player's intentions to play up. The juvenile representatives will confirm they are satisfied with the player's safety and wellbeing before the player can commence training and competition.
- East Galway Celtics Committee are required to approve any exceptions to the above Basketball Ireland rules for a player considering training is a grade higher than permitted by Basketball Ireland.

### Team Manager

- Expected to realize the club Mission statement, uphold the club core values, adhere to the rules.
- The coach will need to be able to communicate effectively and appropriately with players at all times and in the case of juvenile members to be mindful of the age of the players and of the role as mentor and role model.
- Do not equate losing with failure and do not develop a preoccupation with medals and trophies. The level of improvement made by underage players and senior players is the best indicator of effective coaching.
- Guide, inspire and empower the players to achieve their full potential through knowledge of the game, motivation, knowing the abilities of the player, consistent coaching and effective communication skills.
- Building positive relationships with the Galway Area Basketball Board officials, other clubs coaches and managers and communicate with them accordingly.
- If required by the coach, participate with the selection of the panel of players for registration with GABB.
- If required by the coach, participate with the selection of the panel of players for competition, ensuring that all players have an opportunity to participate in competition.
- Ensure all coaching qualification have been obtained by the coaching team.
- **Coaching Qualifications:** For the 2014/15 Season onwards all Coaches from Under 14, 13, 12, 11, 10 and younger must hold a minimum of an Intro Coaching Qualification. No person will be permitted to coach a team at these age groups unless they have this minimum qualification. From 2015/16 Season onwards all coaches from Under 15 and older must hold a Level 1 Coaching Qualification.
- Ensure facilities are available and in good condition for home games.
- Ensure table officials are available for home games.
- Ensure a trained first aider is available for home games.
- Ensure the first aid kit has all required provisions.
- Ensure the team kit is clean and in good condition for games.
- Ensure the health and safety of players and club members during training and games.
- Submit the result for home games as per GABB requirements.
- Ensure the effective communication of venue or time changes with the visiting team and GABB, providing adequate notice for all involved.
- Ensuring BIPINS are available for table officials and scoresheets for all competitions.
- Communication to parents/guardians for juvenile players and senior players of match times and locations and training session times and locations.

## **Table officials**

Table officials is broken down into two roles

### **Score sheet official:-**

- Responsible for the completion of the team names and official names on the score sheet prior to the commencement of the game.
- Ensuring each manager fills out their players names and number correctly on the sheet and sign to verify the details are correct.
- Ensure an accurate account of scores, fouls and time outs are recorded during the game and a final score is recorded at the end of the game.
- Obtaining and recording information from the referee during the game in relation to scores and fouls through various hand signals from the referees.
- To call upon the referee when a manager requests a substitution or timeout through buzzer and hand signals.

### **Score board official:-**

- Responsible for the set up the scoreboard prior to the commencement of the game.
- Ensuring the stop clock is started and stopped as per the referee's instruction or the ball coming into play.
- Is responsible for the accurate recording of scores, fouls, time outs and possession during the game.
- Is required to call upon the referee when a manager requests a substitution or timeout through buzzer and hand signals.
- To ensure the fouls are cleared after each quarter and a new quarter time is set.



## Parents and Player Behaviours

The club recognises that parents and players are an integral part of the club. The club expects the following behaviours from its parents and players and this is communicated in writing during registration. Completion of the registration process confirms that parents and players are aligned and comply with the club's expectations.

### Parents

- Parents/guardians who wish to remain in the gym for the duration of the training/game should not occupy the gym courts but use the designated spectators' area around the playing area or balcony area.
- Parents/spectators taking photographs/recordings should seek permission from the applicable coach or team manager in advance and make themselves available to state purpose of recording if club seek to do so.
- Attend their children's games whenever possible.
- Support their child's coach and team manager.
- Look for opportunities to work with your child on the skills of the game.
- Be positive and supportive whether the team wins or loses.
- Communicate with the coaches in an appropriate manner.
- Encourage a positive atmosphere on court side.
- Advise coaches/ admin staff of any changes in health and/or medical conditions.
- Follow the proper procedure in regard to Queries/Complaints/Records.
- Respect the referees, table-officials and volunteers.
- Advise executive of any health and safety issues that may come to your attention via [eastgalwayceltics@gmail.com](mailto:eastgalwayceltics@gmail.com)
- Be aware of the Social Media Policy as described in this document.
- Provide constructive feedback to the club executive via [eastgalwayceltics@gmail.com](mailto:eastgalwayceltics@gmail.com).
  - If the feedback is in relation to their child's team, then parents are encouraged to talk to the coach in the first instance.
- Make the coach aware if your child has been contacted by another club regarding a club transfer so that the reason for interest in a transfer and the process of transfer is discussed.
- Make the coach aware if your child is attending any talent sessions, coaching, camps etc with another club.
- The following Basketball Ireland rules must be complied with for players eligible for playing up in competition:
  - A player may only play a maximum of 2 grades within her/his age band within their own Area Board competition in any one season. E.g. a player can play U11 and U12 or U11 and U13. She/He cannot play U11, U12 and U13.
  - No U15 player can take part in the BI U18 National Cup.
  - No U16 player can take part in Senior National Competition.
  - East Galway Celtics requires the applicable coaches to discuss and agree the playing up with the juvenile player and his/her parent/guardian. Safety and wellbeing is the first priority for the club and player. Coaches to inform the boys or girls juvenile representative, as applicable, of the player's intentions to play up. The juvenile representatives will confirm they are satisfied with the players safety and wellbeing before the player can commence training and competition.
  - East Galway Celtics Committee are required to approve any exceptions to the above Basketball Ireland rules for a player considering training is a grade higher than permitted by Basketball Ireland.

### Players

- Do their best, both in training and games.
- Be on time for training and games.
- Listen and learn from your coaches.
- Learn from both winning and losing.
- Respect referees, table officials and Area Board Officials.
- Show respect to your teammates, coaches and opponents.



- Be inclusive, regardless of ability.
- No Mobile phones are permitted to be brought into the gym areas by juvenile players.
- Be responsible for your equipment, gear and personal belongings when attending training and games.
- Advise executive of any health and safety issues that may come to your attention via [eastgalwayceltics@gmail.com](mailto:eastgalwayceltics@gmail.com)
- Be aware of the Social Media Policy as described in this document.
- Make the coach and your parent aware if you have been contacted by another club regarding a club transfer so that the reason for interest in a transfer and the process of transfer is discussed.
- Make the coach and your parent aware if you are attending any talent sessions, coaching, camps etc with another club.
- The following Basketball Ireland rules must be complied with for players eligible for playing up in competition:
  - A player may only play a maximum of 2 grades within her/his age band within their own Area Board competition in any one season. E.g. a player can play U11 and U12 or U11 and U13. She/He cannot play U11, U12 and U13.
  - No U15 player can take part in the BI U18 National Cup.
  - No U16 player can take part in Senior National Competition.
  - East Galway Celtics requires the applicable coaches to discuss and agree the playing up with the juvenile player and his/her parent/guardian. Safety and wellbeing is the first priority for the club and player. Coaches to inform the boys or girls juvenile representative, as applicable, of the player's intentions to play up. The juvenile representatives will confirm they are satisfied with the players safety and wellbeing before the player can commence training and competition.
  - East Galway Celtics Committee are required to approve any exceptions to the above Basketball Ireland rules for a player considering training is a grade higher than permitted by Basketball Ireland.



## Registration Requirements

### Registration: For Club

- As per the FIBA age limits, all players must be under the age on or after January 1<sup>st</sup> of the current season.
- A player can be registered during Early-Registration, open Registration and no later than 30<sup>th</sup> Oct, to align with the player transfer timelines, should space be available.
  - Registration must be made on the approved platforms, together with the appropriate fee, before the closing date to be fixed by the Committee each season.
  - Returning players are given priority during registration through an Early-Registration Period.
  - Once an early-registration period expires, new players and returning players will be added on a first come, first served basis.
  - Once the player is acknowledged as registered with Basketball Ireland and GABB through the registration scheme, a valid BIPIN must be supplied to be eligible to compete in GABB competition. The onus is on the club to obtain confirmation of this.
  - After initial team registrations have taken place at the start of each season, any additional registrations must be notified to the Registrar together with the appropriate fee.
- The capacity of the grouping is to be determined in advance of initial registration for the basketball season, based on the availability of coaches, Admin and safeguarding personnel, to a maximum of 20 players per group. It is recommended that a supervisor ratio of 1:7 for under U12 and 1:10 for U13 upwards. The maximum number can be exceeded at the discretion of the Team Manager and Coaching team, once the supervisor ratio is adhered to and facility size facilitates. The agreement to exceed the maximum of 20 is communicated to the executive committee.
- Once registered, a player cannot be reimbursed should they decide to resign from the club.
- The minimum age for full club membership is 6 on the 1<sup>st</sup> January of the applicable season. Note: EGC Cubs is available for 3-5 year olds for a specific term(s) during the season.
- Children are to be grouped by age, with no exception. The purpose of this is to ensure that the children are obtaining the skills applicable for the age group.
- Any exceptions or deviations to the above rules must be discussed and agreed upon by the Head Coach.

### Registration: For League

A Club which enters the name of a non-registered / illegal / ineligible player on a scoresheet or plays a non-registered / illegal / ineligible player on the court shall be liable to a fine for each non-registered player. The winning points will automatically be awarded to the opposition and no points will be awarded to the non-compliant team.

- U11 leagues downwards are Development Leagues (participation).
- U12 to U14 - Competitive league

The minimum number of players up to and including U14 competition is 10 players.

Team Numbers:

U9 – U13: Up to 15 players allowed on the scoresheet.

U14 Onwards: 12 players can play in any game. If teams have more than 12 players, agreement should be sought between coaches to play more than 12 prior to commencing the game.

League Competition structure and Regulations are defined in GABB '**Rules and Regulations**'.

### Registration: For Transfers

A player shall be free to represent the club of his/her choice in National and Area Board competitions, subject to the transfer regulations of the National Area Boards committee (NABC). Such transfers must be completed on the Basketball Ireland transfer form and notified to the registrar of Basketball Ireland. The transfer form is available on the Basketball Ireland website,

The closing date for transfers of Minor players is 31<sup>st</sup> October each year. Up to a maximum of three players from one club can transfer into another club in any one season.

A player shall be eligible to play for a new club once the GABB secretary has confirmed approval on behalf of the GABB and Basketball Ireland.

The Club Secretary shall inform the registrar when a player has been approved by GABB for transfer.



In instances where a juvenile player wishes to transfer to another Club, that player's parent / guardian is obliged initially to contact that Club through the Secretary of his/her own Club. The team manager is responsible for accepting or rejecting the transfer. The registrar is responsible for the processing of the change with GABB.

Feedback will be solicited from members to understand the reason for transfer from East Galway Celtics. The feedback will be utilized as part of the continuous improvement activities for the club and reviewed by the executive committee at the end of the transfer period.



## CLUB POLICIES

### HEALTH & SAFETY

#### HEALTH AND SAFETY POLICY STATEMENT:

East Galway Celtics is strongly committed to encouraging our members to take part, but the health, well-being and safety of each individual is always our paramount concern. We recommend levels of training dependent on age and ability, and expect our members to participate within these boundaries.

#### HEALTH AND SAFETY POLICY:

To support our Health and Safety policy statement we are committed to the following duties:

- Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club.
- Create a safe environment by putting health and safety measures in place as identified by the assessment.
- Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development.
- Ensure that all members are aware of, understand and follow the club's health and safety policy.
- Appoint a competent club member to assist with health and safety responsibilities.
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
- Provide access to adequate first aid equipment and qualified first aider at all times.
- Report any injuries or accidents on the Accident Report Form sustained during any club training or games..
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.
- Each coach/manager is provided with a first aid kit that must be brought to each training session or game.
- Each member is insured during the season, addressing public liability and person accident insurance.

#### AS A CLUB MEMBER YOU HAVE A DUTY TO:

- Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.
- Co-operate with the club on health and safety issues.
- Correctly use all equipment provided by the club.
- Not interfere with or misuse anything provided for your health, safety or welfare.



## **SOCIAL MEDIA POLICY**

All members are required to comply with the social media policy.

The Public Relations Officer or Club Development Officer will publish on all Club Social Media Platforms. The appointed club representative will publish on the Club Website.

### Responsibilities of Club Officials

- Be accurate and respectful with online communications.
- Social responsibility – the social media channels are representing East Galway Celtics, its members, volunteers and local community.
- A social media post is the expression of the entire club, take time to review any post written, pause before you publish. If it doesn't look right – rewrite (or delete).
- Things to consider:
  - Libel laws
  - Adhere to libel laws outlined in the Defamation Act's in the Republic of Ireland and Northern Ireland. Expressions of opinion can lead to a defamation case.
  - As previously mentioned, a retweet can be seen as an endorsement. A retweet of a defamatory post is defamation and you are liable.
  - GDPR
    - • Use of personal information/data – consider GDPR, do not publish someone's contact details or personal information on your social platform, unless consent has been granted.
  - Copyright –
    - Use of music in content is subject to copyright. If your club uses music on a social post it may be subject to royalty payments.
    - Imagery is also subject to copyright if using from external sources. Ensure it is a 'rights free' image, or has been pre-sanctioned for use, or has the appropriate watermark to identify its source, or the source of the image is attributed.
    - Video – broadcasters pay for rights broadcast rights, unless you have paid for it or have been pre-authorized to re-publish, do not use.
    - USG (User-Generated Content) - permission must be granted from the original publisher before it appears on your social channels, with a credit to the original publisher mandatory. Consider verification of the content, to ensure its accuracy and authenticity.
  - Minors
    - Permission must be granted for the publication of still or video images of minors, those under 18. This includes live streaming, or posting in the aftermath.
    - Permission must also be sought for any interview clips
- Other
  - Confidential information about the club, league, governing body and other stakeholders or associated partners within the game, such as sponsors, must not be published.
  - Active legal disputes/court proceedings – social media commentary must be avoided prior to or during any active dispute/court proceeding due to a risk of prejudice.
  - It is the club's policy to not post scores obtained during games. It is satisfactory to communicate the loss/win/spirited game etc.

### Responsibilities of Members.

- Due care must be taken any player/coach/member when it comes to the content of any post on their personal profile
- Player/Coach/Member responsibility – Postings in personal social media accounts referring to East Galway Celtics must be respectful of the club and its members. Opinions posted required the following disclaimer 'all opinions expressed are my own and not those of my club'.
- Any form of discrimination is not tolerated – be respectful of all individuals, races, religions and cultures. Do not use personal insults or obscenity.
- 'Liking' content – if 'liking' external content from other clubs/organisations, societies or brands, consider whether the content is appropriate. Liking can be seen as an endorsement and can lead to reputational damage.
- 'Following' – as with 'liking', consider carefully who you follow, are they compatible with your club and its values.



- A retweet can be seen as an endorsement – caution is advised when retweeting/re-posting external content.
- Private – the internet is public, even 'private' areas of social media can be made public, caution is advised.
- Deleting content – once published online it is permanent. It is impossible to wholly delete content, it may have already been saved by an external party via a screen shot
- If your club is receiving negative commentary/posts on your social channels, refer the matter to a Public Relations Officer. The Public Relations Officer upon consultation with the executive committee will decide on the next steps.
- Commentary on East Galway Celtic's social media channels which could be deemed as harassment, defamatory or a breach of the law will be referred to a member of the Gardaí.

These guiding principles have been approved on behalf of the executive committee following a review on the 31st January 2026

Signed: Caroline Walsh Date: 31 JAN 2026  
Caroline Walsh  
Club Chairperson



## Appendix 1 – Previous Committee Members

2022 – 2025: The executive committee positions were held by the following personnel and voted in during the 2022 AGM\*.

|                                      |                    |
|--------------------------------------|--------------------|
| Chairperson                          | Damien Costello    |
| Club Secretary                       | Orla Ryan          |
| Treasurer                            | Aideen Shaughnessy |
| Child Protection Officer             | Siobhan Quinn*     |
| Head Coach                           | Ben Concannon      |
| Juvenile Club Representative – Girls | Sinead Kelly       |
| Juvenile Club Representative – Boys  | Ben Concannon      |
| Adult Club Representative            | Aidan Kelly        |
| Honorary President                   | Not filled         |

\*The Child Welfare Officer as voted in during the 2022 AGM retired in 2024. Siobhan Quinn was elected to the position in 2024.

2019 – 2022: The executive committee positions were held by the following personnel and voted in during the 2019 AGM\*.

|                                      |                  |
|--------------------------------------|------------------|
| Chairperson                          | Caroline Walsh   |
| Club Secretary                       | Louise McGrath   |
| Treasurer                            | Lorraine O'Hara  |
| Child Protection Officer             | Maria Byrne*     |
| Head Coach                           | Eamonn Crawley   |
| Juvenile Club Representative – Girls | Catriona Mahon   |
| Juvenile Club Representative – Boys  | Eamonn Crawley   |
| Adult Club Representative            | Orla Shaughnessy |
| Honorary President                   | Ronan Byrne      |

\*The Child Welfare Officer as voted in during the 2019 AGM retired in 2020. Maria Byrne was elected to the position in 2020.