

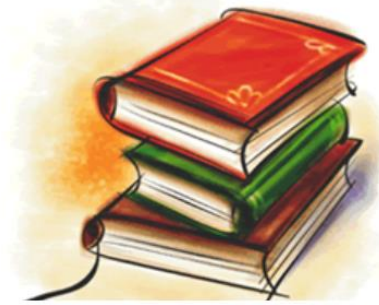
East Galway Celtics (EGC) basketball

Affiliated League/Association: Galway Area Basketball Board (GABB) and Basketball Ireland

Address: Newcastle, Athenry, Co Galway

Our Guiding Principles

Revision 03, Effective March 09, 2023



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



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 rules (constitution when drafted).
- 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 you need them 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 committee 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 new sport in the East Galway community, trained/experienced volunteers are rarely available, therefore the committee will endeavour to provide all appropriate training to individuals during the course of the season with the support for the GABB development officer. All new volunteers are made aware of the applicable club information available on www.eastgalwayceltics.com and coaches are provided access to the 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 complaints 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: <http://www.basketballireland.ie/>

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:
http://www.irishsportsCouncil.ie/Participation/Code_of_Ethics/

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 2022 AGM*.

| | |
|--------------------------------------|--------------------|
| Chairperson | Damien Costello |
| Club Secretary | Orla Ryan |
| Treasurer | Aideen Shaughnessy |
| Child Protection Officer | Ciara Byrne |
| Head Coach | Ben Concannon |
| Juvenile Club Representative - Girls | Sheila Melvin |



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| Juvenile Club Representative – Boys | Ben Concannon |
| Adult Club Representative | Noel Shaughnessy |
| Honorary President | Ronan Byrne |

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 that 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 appointed and trained on the responsibilities of the role.
- Responsible for:
 - Act as official spokesperson for the Club
 - Control and coordinate activities of the Club
 - Develop a strategic plan with the executive committee
 - 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.



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 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.
 - 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 of list of all the members, 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.
 - Forward incident report forms that are suspected of becoming claims to the insurance company within 30 days of the incident.
 - Filing and updating of records. These must be kept and held in a safe place by the Club Secretary, either as a paper copy or file copies in the club's electronic files, 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
 - Housekeeping records: • Notice board and information requirements Not technical: Cleaning rotas • Petty cash records • Stock lists, Technical: Equipment checklist • Maintenance records • Exit and scrutiny file
 - Passwords to electronic files must be protected but are issued to only three members - Chairperson, Secretary, Treasurer.
 - 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.
 - 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 appointed and trained on the responsibilities of the role.
- Responsible for:
 - The Club Treasurer is responsible for match/ training/ registration fees collection.
 - 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
 - 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 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 relating to the above roles to the executive committee.
- Communication of matters as directed by the executive committee to the above roles.
- 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.
- Addressing club membership exceptions with the requesting parent and impacted team manager and coaching team.
- Ensuring that first aid training and facilities are available to all team managers and coaches.
- Liaising with the Child Welfare Officer to ensure all juvenile coaches and administration staff have received Safeguarding 1 certification.
- Ensuring that training facilities are available for all the applicable juvenile age groups.
- 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 Representative must represent the boys.
- Communication of matters relating to the above roles to the executive committee.
- Communication of matters as directed by the executive committee to the above roles.
- 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 relating to the above roles to the executive committee.
- Communication of matters as directed by the executive committee to the above roles.
- 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 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 Breeches 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 committee 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.

NON-EXECUTIVE POSITIONS

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 a should be visible in the training areas.
- 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.
- 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.
- Responsible for:
 - Oversee the annual club player registration for players, communicating via the PRO the open and closing dates for registrations. Clubforce is the chosen platform for East Galway Celtics.



- Effectively use the Basketball Ireland Registration System to register players and members and capture all relevant and agreed information in respect of those members.
- Advise the Treasurer of the total fees to be paid to 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 up-to-date.
- 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.

Administration Staff

- The administration staff carry out all the administrative duties that enable the club and its members to function effectively.
- 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 WhatsApp by age group as directed by the executive committee, team managers or head coach.
 - Keep a record of attendance at training and at games
 - Match/ training fees collection and lodgement.
 - Balance floats as required.
 - If an incident occurs, populate the player details on the incident form and make available to the coach during/after the training/game for parent/guardian signature.
 - Make parents/guardians aware of their duty to be present at finishing time of session or event. In the Newcastle centre, the side entrance should be used for drop-off of player and the front entrance for collection.
 - 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 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.
- 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 12 players is at the discretion of the team manager, 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 incident occurs, make a brief record of the injury and action taken on the available form from the Admin staff, make contact with the player’s parent/guardian during/after the training/game and have them sign the form to acknowledge awareness of the incident.
 - 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.
 - If the coach believes that the parent/guardian may make a claim, forward the incident report form to the club secretary within 7 business days for processing with the insurance company.
- 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.
- 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 referee - Do not publicly question the judgement or honesty of referees
- 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.

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.
- Develop strategies, training regimes and plan practice sessions with the coaching team.
- Develop skills such as teaching techniques that break down the drills into basic instructions, communicating team goals, objectives and individual goals, the 'little wins' to help develop a cohesive team.
- Building positive relationships with the Galway Area Basketball Board officials, other clubs coaches and managers and communicate with them accordingly.
- Selection of the panel of players for registration with GABB.
- 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 seniors 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.

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.



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
- Be aware of the Social Media Policy as described in this document.
- Provide constructive feedback to the club executive via eastgalwayceltics@gmail.com

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.
- Advise executive of any health and safety issues that may come to your attention via eastgalwayceltics@gmail.com
- Be aware of the Social Media Policy as described in this document.



Registration Requirements

Registration: For Club

- As per the FIBA age limits, all players must be under the age on or after January 1st of the current season.
- A player can be registered during Early-Registration, open Registration and no later than 30th Oct, to align with the player transfer timelines, should space be available.
 - Registration must be made on Clubforce, 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.
- Once registered, a player cannot be reimbursed should they decide to resign from the club.
- The minimum age for club membership is 6 on the 1st January of the applicable 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: No maximum to the number of players who can play

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.

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 – Appendix 2 to GABB Bye-Laws.

The closing date for transfers of Minor players is 31st 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 Minor 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 Chairperson will publish on all Club Social Media Platforms.

The Juvenile Head Coach 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-authorised 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.

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 1st of September 2022.

Signed: _____

Damien Costello
Club Chairperson

Date: _____



Appendix 1 – Previous Committee Members

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.