



## **Limerick Celtics Basketball Club – Volunteer Policy Framework**

### **Backdrop and Values**

1. Limerick Celtics Basketball has grown rapidly since its humble beginnings in 2009. Starting as a fun session for U10s in Limerick City on a Saturday morning, the Club now has more than 400 members and youth players all the way from U8 to U20. Since 2019 Limerick Celtics also entered men's and women's teams into the National League.
2. Volunteerism is at the heart of Limerick Celtics Basketball Club. This is reflected in our Constitution. We are a volunteer driven, amateur sporting organisation and proud of the strong volunteering ethos that thrives within the Club.
3. The founders, Tony Hehir and Michelle Aspell, started the Club out of dedication and commitment to developing the game of basketball in Limerick city and county. Over the last 12 years they have volunteered their time, energy and skills to develop the Club. Tony and Michelle have been joined by an army of dedicated volunteers who have generously given their time and skills to support the development of the Club.
4. The type of volunteering ranges from club administration, coaching, team management, event organising and fundraising. Many of the volunteers are parents or guardians of current or former young players. Others are simply passionate about the game of basketball and dedicated to the development of youth in sport.
5. Limerick Celtics Basketball Club's Inclusion Policy sets out its commitment to an inclusive environment for all children and adults, on and off the court. This extends to our volunteers. We are committed to ensuring equality of access to volunteer opportunities and equality of treatment for our volunteers. We believe that all volunteers should gain personal benefits from the experience and are committed to managing volunteers in way that achieves this goal.

### **Preparation and Planning**

6. There are volunteering roles to suit all levels and ranges of expertise. While some specific roles require technical skills, the majority simply require interest and commitment. Limerick Celtic's Basketball Club is almost entirely volunteer based – the only regular payment is for senior players from the US/Canada. Volunteers therefore work alongside each other in a range of roles.
7. There are specific volunteering roles on the Club Committee – these include Chairperson, Treasurer, Secretary, Public Relations Officer, Protection & Inclusion Officer, Health and Safety Officer and Social Media Officer. As the Club grows, additional roles may be added. Other

volunteering roles include Team Managers, Coaches and Table Officials. There are also some time bound volunteering roles from time to time, such as Covid Officers. As well as defined roles, there are always opportunities for volunteering on an ad hoc basis to support a variety of activities and events.

8. Roles that have regular contact with junior members require Garda vetting. In addition, all coaches are required to complete a child protection course with Sports Ireland. All coaches are required to complete Level 1 Coaching Certification. Tables Officials must complete the Table Officials Level 1 Course. Limerick Celtics will support these courses and training.
9. All volunteers must be members of Limerick Celtics. This means that they are covered under the Club's public liability and personal accident insurance. However if using their own cars in order to carry out voluntary work for the Club, they are responsible for ensuring adequate cover.
10. In line with the voluntary ethos of Limerick Celtics, the mileage incurred travelling to training and games is covered by the individual. However where there is a necessary expense for the Club, a reimbursement can be paid to the volunteer. The expense must be approved in advance by the Treasurer and one additional committee member and may require quotes up front.

### **Recruitment/Application and Selection**

11. Volunteer opportunities are open to all members of Limerick Celtics. The Club is committed to ensuring that the group of volunteers reflects the diverse nature of its membership and that it represents all sections of the Club.
12. While there is no formal procedure for the application, selection and appointment of volunteers, Limerick Celtics aims to provide a fair and transparent process that is inclusive of all members. The membership pack provided to all members at the start of the season has a section on 'Getting Involved' and encourages all members to volunteer to support specific teams or the Club more generally.
13. The process will be relevant to the role in question, and may involve informal chats, follow-up on references and garda vetting (see para 8). The procedure for the selection of the volunteer positions on the Club Committee (listed in para 7) is set out in the Club Constitution.
14. For other volunteering roles (also set out in para 7), the procedure is more informal. Members are encouraged to contact either a committee member or the Manager or Coach of the child's basketball team to indicate their interest in volunteering. A chat will then help the member and Club to identify suitable opportunities on either an ad-hoc or regular basis.
15. Player members from the age of 16 are encouraged to volunteer in the Club – and there are plenty of opportunities that can fit around school and other commitments. They can support the coaching of younger players, referee games, and do table official duties. Limerick Celtics Basketball Club is committed to providing players with the relevant training and support to take on such volunteering roles.

## Management of Volunteers

16. Limerick Celtics Basketball Club aims to provide a collegial and supportive environment for all volunteers, regardless of the role. We endeavour to ensure that we use our limited resources and volunteer structure to support volunteers as best we can. In addition to the procedures in place, we believe that an incredibly important element of volunteer support is the familial atmosphere within the Club.
17. When developing the Club's approach and procedures to managing volunteers we have considered the needs of both the Club and the volunteer. We endeavour to ensure that the volunteering role not only benefits the club, but matches the volunteer's interests. We are also committed to providing the volunteer with relevant training opportunities to allow them to fulfil the role with confidence.
18. In order to provide support and mentoring, the volunteer is paired with another volunteer in a type of 'buddy system'. This will normally be someone who is carrying out a similar role and is very familiar with the role expectations and the Club more broadly. The volunteer mentor will provide ongoing support, ensuring that learning and training requirements are met, and deal with any issues as they arise. The frequency, format and duration of this support can be agreed with the mentor and the volunteer.
19. There is an induction plan that is appropriate to the role. This will vary depending on the volunteer's skills and level of familiarity with the Club. At a minimum it includes a briefing on all the relevant policies by the lead officer (of each policy), a briefing of the Codes of Conduct, an overview of the Club structures and an introduction to the key volunteers in the Club. There will also be agreement on the roles and responsibilities of the volunteer position.
20. In the case of any minor complaints of grievances, these can be discussed and dealt with by the volunteer's mentor. If the issue is not resolved in a satisfactory manner the volunteer can address this to the relevant committee member/Chairperson. Equally, in the case of more serious complaints, the volunteer may go straight to the relevant committee member/Chairperson.
21. Volunteers are all extremely valuable members of Limerick Celtics Basketball Club. Neither the day-to-day running of the Club, nor the planning and development of the Club would be possible without the critical contributions of the numerous volunteers. The committee makes efforts to recognise the contribution of each and every volunteer – mainly through its social media, at the regular meetings and the AGM. IN addition, at the Limerick Celtics Annual Award Ceremony the Club recognises the 'Volunteer of the Year'.
22. The Club recognises the importance of actively seeking the input and ideas from volunteers. The informal nature of the Club and the numerous training sessions, games and events greatly facilitates informal interaction and exchange of ideas. In addition, the Club has several standing sub-committees where volunteers come together to discuss ideas for the Club – such as the fundraising sub-committee, the coaches' sub-committee and the Team Managers' sub-committee. More informal groups also form around specific activities, such as Club tours.
23. The Club is required to keep contact details and other relevant personal information of volunteers on file. All such information is treated in accordance with the Data Protection Act (1998). Volunteers are entitled to access all such information pertaining to their own involvement.