



Policy & Procedures for the Safe Recruitment and Selection of Existing Volunteers for Underage Sections of Father Mathews Basketball Club 2024

Purpose

The purpose of this policy is to ensure that adequate safeguarding arrangements are in place, in accordance with Father Mathews Basketball Club Risk Assessment and Child Safeguarding Statement, for existing volunteers.

Scope

In accordance with Sports Ireland “Safeguarding Guidance for Children & young people in Sport” persons working with or who have interactions with or who are involved in the planning/administration of activities or events with young people adhere to the following procedure.

This policy, and associated procedures, will apply to existing volunteers over the age of 16, including:

- Executive Committee Members
- Coaches
- Assistant Coaches
- Parent Volunteers who have an active regular role with an underage team.

This policy covers all existing volunteers who will be involved with any team or section of the club comprising underage members. Underage means under 18 and includes the clubs U18 teams.

The scope includes those volunteers working with adult teams where underage members are playing.

Note: ‘involved with’ includes occasional input/work, except in the event of exceptional and emergency situations.

Out of Scope

The only permitted exceptions are table officials for National League Games (this is an identifiable group of people), persons authorised by other clubs/organisations, and specialist advisors to the Executive Committee. If there is any question about whether a particular person is exempt this should be referred to the Executive Committee for a decision.

Procedure

The Child Safeguarding Lead of the Club has been tasked to oversee that all categories of volunteer listed in* above, who work with underage members of the club complete the form attached below. Completed forms will be retained by the Child Safeguarding Lead in accordance with FMBC GDPR policy.

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|--------------------------|---|
| | Signed off By Fr. Mathews Basketball Club Committee. |
| Date: | February 2024 |
| Next Review Date: | February 2026 |



Information Form for Existing Volunteers

A. Contact Information

| | |
|---|--|
| Name of Applicant: | |
| Previous Surname (where applicable): | |
| Current Address: | |
| Date of Birth: | |
| Telephone (Home): | |
| Telephone (Mobile): | |
| Email: | |

B. General information extracted from Basketball Ireland Coaches code of conduct)

https://ireland.basketball/uploads/ed/Basketball%20Ireland%20Code%20of%20Conduct%20For%20Coaches_1.pdf

Volunteers should familiarise themselves with the BI Code of Conduct and the BI Code of Ethics for Children's Sport which can be downloaded via the BI website.

<https://ireland.basketball/child-protection>

As a volunteer for Father Mathews Basketball Club, I agree that I will:

- Be positive during sessions and competitions, by praising and encouraging effort as well as results
- Put the welfare of young people first, striking a balance between this and winning/results
- Encourage fair play and treat participants equally
- Recognise developmental needs, ensuring activities are appropriate for the individual
- Plan and prepare appropriately
- Involve parents where possible and inform parents when problems arise
- Keep a record of attendance at training and competitions
- Keep a brief record of injury(s) and action taken
- Keep a brief record of problem/action/outcomes, if behavioural problems arise
- Report any concerns in accordance with the BI Code of Ethics in Children's Sport reporting procedures
- Have experience relevant to working with young people or hold up-to-date qualifications and be committed to the guidelines in the BI Code of Ethics for Children's Sport

Where possible I will avoid:

- Spending excessive amounts of time with children away from others
- Taking sessions alone
- Taking children on journeys alone in my car
- Engaging in online activity with young players using social media websites

Volunteers should not:

- Use any form of physical punishment or physical force on a child
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Take children to their home
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind and/or make sexually suggestive comments about or to a child. This includes innuendo, flirting or inappropriate gestures and terms
- Take measurements or engage in certain types of fitness testing without the presence of another adult
- Undertake any form of therapy (hypnosis etc) in the training of children

• Those in authority positions should ensure they maintain healthy, positive and professional relationships with all athletes. Coaches and others in positions of authority and trust in relation to athletes aged under 18 years must not engage in sexual relationships with them while that unequal power relationship exists.

C. Self-Declaration – Please clearly circle the answers that apply

| | |
|---|----------------|
| A-Do you agree to abide by the guidelines contained in the Basketball Ireland Code of Conduct and the Basketball Ireland Code of Ethics for Children’s Sport, as available on https://ireland.basketball/uploads/ed/Basketball%20Ireland%20Code%20of%20Conduct%20For%20Coaches_1.pdf | YE S/ NO |
| B- Have you ever been asked to leave a sporting organisation? | YE S/ NO |
| C-Have you ever been convicted of a criminal offence or been the subject of a caution, or the subject of an investigation alleging that you were the perpetrator of adult or child abuse, or are you at present the subject of any relevant criminal/ civil investigations? | YE S/ NO |

If you have answered “Yes” to B or C above, FMBC will contact you in confidence for more information

D. Signature

| | |
|--|--|
| Name of Applicant (Block Capitals): | |
| Date: | |
| Signature: | |



Policy & Procedures for the Safe Recruitment and Selection of New Volunteers for Underage Sections of Father Mathews Basketball Club

Purpose

Father Mathews is a highly successful basketball club, staffed entirely by volunteers, who give up their time to support the basketball and social development of young people. As such, it welcomes and values the participation of new volunteers to assist in the day to day running of the club, and in a variety of technical roles.

The purpose of this policy is to ensure that adequate safeguarding arrangements are in place, in accordance with Father Mathews Basketball Club Risk Assessment and Child Safeguarding Statement, for new volunteers.

Scope

In accordance with Sports Ireland “Safeguarding Guidance for Children & young people in Sport” persons working with or who have interactions with or who are involved in the planning/administration of activities or events with young people adhere to the following procedure.

This policy, and associated procedures, will apply to existing volunteers over the age of 16, including:

- Executive Committee Members
- Coaches
- Assistant Coaches
- Parent Volunteers who have an active regular role with an underage team.

This policy covers all existing volunteers who will be involved with any team or section of the club comprising underage members. Underage means under 18 and includes the clubs U18 teams.

The scope includes those volunteers working with Adult teams where underage members are playing.

Note: ‘involved with’ includes occasional input/work, except in the event of exceptional and emergency situations.

Procedure

The Child Safeguarding Lead been tasked to oversee that all categories of volunteer listed in* above, who work with underage members of the club complete the form attached below. Completed forms will be retained by the Child Safeguarding Lead in accordance with FMBC GDPR policy.

No person may be asked to take up their new role until all four steps, as outlined in the Application Process for New Volunteers, have been completed. Once successfully completed, the volunteer will be deemed to have permission from FMBC to volunteer in their agreed role within FMBC.

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| | Signed off By Fr. Mathews Basketball Club Committee. |
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| | |
|--------------------------|---------------|
| | |
| Date: | February 2024 |
| Next Review Date: | February 2026 |

Application Process for New Volunteers

1. Application Form

All new volunteers are required to complete the FRMC application form “**Volunteers Newly Recruited to Work with Children (Under 18’s)**”, including a self-declaration, that should be forwarded to the Child Safeguarding Lead. This information will be retained by the Child Safeguarding Lead, in accordance with FMBC GDPR policy.

2. References

The Child Safeguarding lead will liaise with the applicant to ensure referees are contacted and will notify the applicant when this has been completed. Should any issues arise, these will be discussed confidentially with the applicant. References will always be sought for coaches but the Executive Committee members will use their discretion with other posts e.g. parent volunteers

3. Garda Vetting

In parallel with the above, the applicant is required to complete a Garda Vetting invitation form. The Childsafeguarding lead will facilitate this in accordance with FMBC vetting procedure.

4. Induction and Safeguarding Training

An induction session will be offered at the beginning of each season for new volunteers. If a volunteer joins during the season, arrangements will be made. As part of the induction the volunteer will be expected to meet someone from the club already working in a relevant area to discuss the role in detail and will be expected to attend a Safeguarding Level One workshop provided by the Sports Partnership.

On-Going Supervision

On-going supervision and feedback to volunteers will be provided by Executive Committee Members and senior coaches as relevant.

Disciplinary procedures

All FMBC volunteers will be subject to the club disciplinary procedures.



Application Form: Volunteers Newly Recruited to Work with Children (Under 18's)

A. Contact Information

| | |
|---|--|
| Applicant Name: | |
| Previous Surname (where applicable): | |
| Current Address: | |
| | |
| | |
| Date of Birth: | |
| Telephone (Home): | |
| Telephone (Mobile): | |
| Email: | |

B. Relevant Information

| | |
|--|--|
| I am interested in the following role(s): | |
| Reason for applying: | |
| Please state any previous experience of working with young children in a voluntary or professional capacity or previous involvement in sport: | |
| Please list any relevant sporting or basketball qualifications: | |

C. Self-Declaration – Please clearly circle the answers that apply

| | |
|--|-------------------------|
| <p>A-Do you agree to abide by the guidelines contained in the Basketball Ireland Code of Conduct and the Basketball Ireland Code of Ethics for Children’s Sport, as available on https://ireland.basketball/uploads/ed/Basketball%20Ireland%20Code%20of%20Conduct%20For%20Coaches_1.pdf</p> | <p>YE S/ NO</p> |
| <p>B-Have you ever been asked to leave a sporting organisation?</p> | <p>YE S/ NO</p> |
| <p>C-Have you ever been convicted of a criminal offence or been the subject of a caution, or the subject of an investigation alleging that you were the perpetrator of adult or child abuse, or are you at present the subject of any relevant criminal/ civil investigations?</p> | <p>YE S/ NO</p> |

If you have answered “Yes” to B or C above, FMBC will contact you in confidence for more information

D. Proposed by:

Please provide details of two referees who would be willing to provide character references.

| | |
|------------------------|--|
| First proposer | |
| Name: | |
| Email: | |
| Telephone: | |
| Second proposer | |
| Name: | |
| Email: | |
| Telephone: | |

E. Signature of Applicant

| | |
|--|--|
| Name of Applicant (Block Capitals): | |
| Date: | |
| Signature: | |