



Moycullen Basketball Club Manager's Responsibilities

Managers Responsibilities

Administration

- a) Ensure that all players have completed a member's registration form and paid the appropriate membership fee.
- b) Arrange parent rota for U8/9/10 (at a minimum) teams at training sessions. Managers can arrange for older groups also – though not a compulsory requirement.
- c) Ensure contact numbers for all parents available at training sessions and games in case of emergency
- d) In the case of an accident or incident at a training session or game, managers need to fill out an Accident Report Form or Incident Report Form, available on the website (www.moycullenbasketball.net) or from the Child Protection Officer. Completed form should be returned to the Child Protection Officer
- e) Write match report if possible
- f) Keep match stat sheet (League & Cup games)
- g) See also “etiquette for trips away from home”.
- h) Inform hall manager of any changes of hall times and pass on rota of coaching sessions with list of dates to players. (i.e. mid-term breaks training or not)
- i) Ensure drivers to away games are compensated.

Tournament Logistics

- Ensure team is registered
- Arrange travel
- Arrange accommodation
- Get consent for overnights
- Ensure First Aid bag available
- Ensure full team kit available (& alternative in case of colour clash)
- Ensure parents have contact numbers & logistics in advance
- Ensure appropriate adult/child ratio on trip
- Ensure appropriate same sex supervision
- Arrange referees/table officials for home games

Communication

- a) Advise players & parents of training & game times. Managers should only text parents with information, at no time should a manager text an underage member (17 or under)
- b) Liaise with Hall coordinator to arrange venues
- c) Interface between parents and coaches on all points (selection, issues etc)

Discipline

Advise players of club expectations -

- a) Fairness
- b) Do one's best
- c) Never cheat

- d) Always be punctual.
- e) Always play by the rules
- f) Shake hands after the game & mean it!
- g) Respect officials
- h) Respect fellow team members
- i) Respect opponents
- j) Be modest in victory & gracious in defeat
- k) Never lose one's temper
- l) Remember Basketball is a team game

Reporting of suspected or disclosed abuse

The Child Protection Officer (CPO) is the contact person for all club members who wish to report a concern they have or a concern reported by a third party on any aspect of a child's or young person's safety and welfare. If the designated person for the club is not available please contact the chairperson of the Junior committee. It is the responsibility of the designated person to support and advise about policy and procedures in relation to child protection and to ensure that procedures are followed. It is also the responsibility of the Child Protection Officer to liaise directly with the Health Service Executive (HSE) or An Garda Síochána where appropriate. The CPO name & contact number is available on the Moycullen website @ www.moycullenbasketball.net.

Etiquette for trips Away from Home

- All trips, including day trips, overnight stays and holidays, need careful advance planning, including adequate provision for safety in regard to transport, facilities, activities and emergencies.
- Adequate insurance should be in place.
- Written consent by a parent or guardian specifically for each trip and related activities must be obtained well in advance.
- A copy of the itinerary and contact telephone numbers should be made available to parents and guardians.
- There must be adequate, gender-appropriate, supervision for boys and girls.
- Arrangements and procedures must be put in place to ensure that rules and appropriate boundaries are maintained on away trips.
- Particular attention should be given to ensuring that the privacy of young people is respected when they are away on trips.
- The provision of appropriate and adequate sleeping arrangements should be ensured in advance of the trip.
- Sleeping areas for boys and girls should be separate and supervised by two adults of the same sex as the group being supervised.
- At least two adults should be supervising in dormitories in which children or young people are sleeping
- Under no circumstances should an adult share a bedroom with a young person