

## Racquetball Association of Ireland

### Mission Statement

- The Racquetball Association of Ireland shall be non-political and non-sectarian and have the following objectives
- Promote friendly relations between its members and to establish, maintain, conduct and promote interest and participation in the sport of racquetball.
- Foster and promote participation in physical fitness programs through the sport of racquetball.
- Provide, organise and supervise coaching clinics and referees programs and other educational programs of instruction in connection with the sport of racquetball.
- Provide, organise and supervise tournaments and competitions of every nature for members of the Association and others in connection with the sport of racquetball, and to offer, grant and contribute towards prizes, awards and distinction in connection with such tournaments and competitions.
- Provide for the sending of a worthy member(s) to tournaments and competitions of an international nature.
- Represent and protect the interest of Irish Racquetball nationally and internationally.
- Provide premises and other conveniences and facilities for the members of the association, and to equip, furnish and maintain same.

### Contact Us

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The Constitution and the Rules & Regulations of the Racquetball Association of Ireland are available on the Association's website [www.racquetball.ie](http://www.racquetball.ie)

## Racquetball Association of Ireland



## Executive Committee Handbook

Roles of members of the RAI Executive Committee

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**All members of the RAI EXCO must have current Garda vetting. All members of the EXCO dealing with children or vulnerable people must complete the Safeguarding Courses (Sport Ireland/Sport Partnerships Courses).**

## Expences & Travel

The RAI will refund out of pocket expences on submission of receipts to the Treasurer. Travel expences at the agreed rate shall also be paid.

## Garda Vetting Nominated Person

The RAI Garda Vetting Nominated Person must complete any relevant approved courses required to fulfill the role. He or she must register with the Garda Vetting Office as the Authorised Signatory of the Association.

The Nominated Person of the Racquetball Association of Ireland is responsible for:

- overall supervision of the RAI Garda Vetting process.
- checking that forms submitted from individuals for Garda vetting are correct and conform to the criteria.
- ensuring vetting forms are up to date.
- ensuring that information on the RAI website on vetting procedures are up to date.
- ensuring that confidential information is kept safe and in line with the Data Protection Acts.

## Garda Vetting & Safeguarding Courses

Garda vetting is provided by the National Vetting Bureau

<https://vetting.garda.ie/>

Safeguarding Courses are given by the Sports Partnerships

<https://www.sportireland.ie/participation/lsp-contact-finder>

**Anyone who is not Garda vetted through the RAI should not undertake any work in any capacity with children or vulnerable persons in racquetball**

## Seeding Committee

- At the beginning of each season, a Seeding Committee shall be formed.
- The Seeding committee will consist of the Tournament Secretary and two members of the EXCO.
- The Seeding committee shall oversee, promotions, transfers and draws for national championships.

## National Team Managers

The National Team managers (Senior & Junior) of the Racquetball Association of Ireland are responsible for:

- selecting a panel and finally a team for International Championships.
- organising team selection trials if necessary.
- organising training weekends and training regimes for the panel and team.
- ensuring all team members sign the players code of conduct.
- liaising with parents.
- ordering team equipment, track suits and shirts.
- booking of airline tickets, airport transfers and hotels for the team.
- organising practice sessions for the team at the venue of the championships before the championships begin.
- ensuring team members are aware of team wear uniform protocol.
- ensuring that each team member is aware of official protocol at the tournament, and that team members are aware of match schedules.
- being court side when players are competing.
- attending any meetings/functions that the tournament organisers request.
- providing a written report to the EXCO after the Championships have concluded.

**Managers of International Teams shall have completed relevant RAI Coaching Courses, relevant Safeguarding Courses and be Garda vetted.**

## President

The President of the Racquetball Association of Ireland is responsible for:

- Providing overall leadership and direction to the Association.
- Ensuring that the ideals and articles of the Constitution are upheld.
- Establishing the short and long range objectives and goals in conjunction with the EXCO.
- Presiding at meetings of the Association and the EXCO.
- Presiding at the Annual General Meeting of the Association.
- Structuring the Association to ensure continuity by providing opportunities for new leadership to develop.
- Ensuring that vacant positions on the EXCO are promptly filled.
- Exercising overall financial responsibility for the Association.
- Authorising payments and financial transactions with the treasurer.
- Maintaining contact with clubs and players.
- Representing the Association at public functions.
- Representing the Association at Award ceremonies.
- Representing the Association at International Meetings.
- Presenting awards, cups and medals on behalf of the Association.
- Ensuring the Association is compliant with all aspects of Sport Ireland regulations including Sport Ireland Governance Code.

## Vice-President

The Vice-President of the Racquetball Association of Ireland is responsible for:

- Subbing for the president, and to assist the president in carrying out his/her duties.
- Helping to provide overall leadership and direction to the Association.
- Ensuring that the good name of the Racquetball Association of Ireland is maintained.
- Ensuring that the ideals and articles of the Constitution are upheld.
- Presiding at meetings of the Association and the EXCO when the President is unavailable.
- Presiding at the Annual General Meeting of the Association if the President is unavailable.
- Helping to ensure that vacant positions on the EXCO are promptly filled.
- Maintaining contact with clubs and players.
- Representing the Association at public functions.
- Representing the Association at Award ceremonies.
- Presenting awards, cups and medals on behalf of the Association.
- Ensuring the Association is compliant with all aspects of Sport Ireland regulations including Sport Ireland Governance Code.

## Designated Liaison Person

The DLP of the Racquetball Association of Ireland is responsible for:

- Ensuring that reporting procedures within the Association are followed.
- Ensuring that child welfare and protection concerns are referred promptly to Tusla.
- Ensuring all relevant documents regarding child protection regulations are up to date and are current on the Association website.  
[www.racquetball.ie/child-protection.html](http://www.racquetball.ie/child-protection.html)
- Ensuring that all information on the Association's website in relation to children's issues is up to date.  
[www.racquetball.ie/child-protection.html](http://www.racquetball.ie/child-protection.html)
- Compiling and presenting a reports at EXCO meetings.
- Compiling and presenting a report at the Annual General Meeting of the Association.

## Mandated Person

The Mandated Person of the Racquetball Association of Ireland is responsible for:

- Ensuring that reporting procedures within the Association are followed.
- Ensuring that child welfare and protection concerns are referred promptly to Tusla.
- Ensuring all relevant documents regarding child protection regulations are up to date and are current on the Association website.
- Ensuring that all information on the Association's website in relation to children's issues is up to date.
- Compiling and presenting a reports at EXCO meetings

**Mandated persons have two main legal obligations under the Children First Act 2015 (ROI).**

(1) To report the harm of children above a defined threshold to Tusla; (2) To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.

## National Children's Officer

The Children's Officer of the Racquetball Association of Ireland is responsible for:

- Liaising with the Sport Ireland and all relevant bodies in respect of the Code for the Safeguarding Guidance for Children and Young People in Sport.
- Communicating with affiliated clubs to ensure that they are aware of the Code and how it should be applied in practice.
- Advising clubs on the legal issues regarding the coaching of children.
- Ensuring the Association Child's Safety Statement is up to date.
- Ensuring that clubs with junior players are compliant with the Code of Ethics and Good Practice for Children's Sport.
- Ensuring that clubs with junior players have appointed a Children's Officer.
- Ensuring that coaches trained by the Association are Garda vetted.
- Ensuring junior coaches are aware Code of Ethics courses offered by the Sports Partnerships.
- Ensuring that the Association had a Mandated Person in place.
- Ensuring that the Association has Designated Liaison Person in place.
- Returning a Mid-term review report and an Annual report to Sport Ireland or as required.
- Ensuring all relevant documents regarding child protection regulations are up to date and are current on the Association website.
- Ensuring that all information on the Association's website in relation to children's issues is up to date. Compiling and presenting a reports at EXCO meetings and the Annual General Meeting of the Association.

## General Secretary

The General Secretary of the Racquetball Association of Ireland is responsible for:

- Dealing with all correspondence the Association
- Liaising with the Sport Ireland on all NGB matters
- Ensuring deadlines for applications for funding are met.
- Ensuring that the Annual Grant applications are correct submitted in time.
- Ensuring that the Mid-Term Review is correct and submitted on time.
- Compiling the annual Operational Plan and ensuring the plan is being complied with
- Liaising with the Treasurer to ensure budgets are being adhered to.
- Organising Executive meetings and informing EXCO members of upcoming meetings
- Organising the Annual General Meeting and sending notice of same to clubs including proposed Constitutional changes and rule changes.
- Ensuring RAI policies and reports are up to date.
- Ensuring that documents uploaded on the website are up to date.
- Dealing with all correspondence from the European Racquetball Federation(ERF) and the International Racquetball Federation(IRF).
- Ensuring that all membership dues to the ERF and IRF are paid in time.

## Assistant Secretary

The Assistant General Secretary of the Racquetball Association of Ireland is responsible for:

- Working with and assisting the General Secretary.
- Recording minutes at Executive meetings of the Association.
- Recording minutes at the Annual General Meeting of the Association.
- Organising and maintaining Players Injury insurance registration and payment.
- Ensuring that Players Injury insurance policies are relevant and renewed on time.
- Dealing with insurance claims made by players for injury.
- Liaising with the Tournament Secretary, Junior Development Officer and Tournament Directors that players entering competitions run by the Association have up to date injury insurance.

## Women's Officer

The Women's Officer of the Racquetball Association of Ireland is responsible for:

- Developing and delivering programs to assist women and girls to play racquetball.
- Organising and running the annual Irish Women's Open.
- Assisting the Tournament Secretary at National Championships to promote women's divisions.
- Ensuring that results of women's and girl's competitions are published on the website.
- Ensuring that the women's ranking lists are up to date.
- Organising women's coaching clinics at new and existing clubs.
- Ensuring that coaches who coach junior athletes are Garda vetted.
- Liaising with parents of junior athletes.
- Working with the National Development Officer and National Junior Development Officer in promoting racquetball to women and girls.
- Liaising with Sport Ireland, Sports Partnerships on their programs to support women's sport in Ireland.
- Applying for grants to Sport Ireland to assist women in racquetball (WIS).
- Keeping up to date on new developments in training techniques and welfare of female athletes.
- Compiling and presenting reports at EXCO meetings. Compiling and presenting a report at the Annual General Meeting of the Association.

## National Anti-Doping Officer

The National Anti-doping Officer of the Racquetball Association of Ireland is responsible for:

- Maintaining the Doping Control Policy of the Association
- Liaising with the Anti-doping Unit Sport Ireland, WADA and IRF and any other relevant bodies to ensure that the Associations Anti-Doping Policy is updated and maintained.
- Acting as the point of contact for the Sport Ireland when arranging testing.
- Advising on any disciplinary action that may subsequently be required.
- Ongoing education of players both junior and senior on Anti-doping procedures.
- Distributing Anti-doping brochures and information to players and clubs and at tournaments.
- Arranging information sessions for players at tournaments.
- Compiling a Mid-Term Review report and Annual reports to Sport Ireland as required.
- Compiling and presenting reports at EXCO meetings.
- Compiling and presenting a report at the Annual General Meeting of the Association.
- Ensuring that all relevant documents regarding anti-doping rules regulations are up to date and are current on the Association website.  
Ensuring that the Rules and Regulations as they refer to anti-doping are relevant and up to date.

**The National Anti-doping Officer upon appointment must register with Sports Ireland and attend any anti-doping courses provided by Sport Ireland.**

## Treasurer

The Treasurer of the Racquetball Association of Ireland is responsible for:

- Controlling finances of the Association.
- Providing written reports at executive meetings on state of finances.
- Providing a written annual report and detailed accounts to the Annual General Meeting of the Association.
- Monitoring all financial plans and programs.
- Creating an annual budget for the year ahead.
- Payment and monitoring of expenses paid the EXCO members and other individuals or clubs.
- Payment for court rentals, Association purchases such as equipment and team gear.
- Making applications to Sport Ireland for the annual Core Grant and any other grants that apply.
- Ensuring that RAI accounts are audited annually by a qualified accountant.
- Maintaining records of accounts on [www.box.com](http://www.box.com)
- Ensuring that insurance policies are relevant and renewed on time.
- Responsible for the invoicing and issue of receipts of annual Club affiliations.
- Making payments of annual membership fees, entry fees to the International Racquetball Federation and the European Racquetball Federation.
- Making payments of membership fees to the Federation of Irish Sport.
- Liaising and communicating with sponsors of the Association.
- Signing cheques and setting up payments made by the Association.
- Liaising with the Association bankers.
- Obtaining an annual tax compliance certificate from the Revenue Commissioners.
- Compiling and presenting a report and the accounts at the Annual General Meeting of the Association.



## P.R.O

The Public Relations Officer of the Racquetball Association of Ireland is responsible for:

- Developing PR campaigns and media relations strategies.
- Writing promotional material and press releases.
- Posting Social Media(Facebook, Twitter) releases.
- Updating of the Association's website.
- Publicizing and previewing upcoming tournaments.
- Arranging the publication in consultation with Tournament Secretary and Tournament Directors of publication of results in the National papers on the Monday after a tournament.
- Producing brochures, poster, leaflets and videos.
- Liaising with clubs
- Advising clubs on the best practice of publicising the sport of racquetball
- Organising press briefings and news conferences.
- Attending or setting up exhibitions.
- Tracking media coverage and following trends in racquetball.
- Compiling and presenting reports at EXCO meetings.
- Compiling and presenting a report at the Annual General Meeting of the Association.

Website: [www.racquetball.ie](http://www.racquetball.ie)

Email: [info@racquetball.ie](mailto:info@racquetball.ie)

Facebook: [www.facebook.com/racquetballireland](https://www.facebook.com/racquetballireland)

Twitter: <https://twitter.com/racquetballire>

Website creator: [www.weebly.com](http://www.weebly.com)

Email Hosting: [www.hosting365.com](http://www.hosting365.com)

Domain Name: [www.hosting365.com](http://www.hosting365.com)

Online Entry Forms: [www.wufoo.com](http://www.wufoo.com)

Injury Insurance Registration: [www.klubfunder.com](http://www.klubfunder.com)

## Junior Development Officer (Contd)

- Organising training days (arranging venues, dates, times & booking courts) for members of the National Junior Development squad.
- Assisting the Irish Junior Team manager in coaching and training national junior squads.
- Assisting in national junior fundraising efforts.
- Liaising with the National Children's Officer, Designated Liaison Person and Mandated Person as necessary.
- Ensuring that documents relating to junior racquetball are up to date on the website.
- Liaising with parents in general at junior tournaments, liaising with parents of junior players on the development squads and national junior teams.
- Keeping up to date on new developments in training techniques for juniors and the welfare of junior athletes.
- Compiling and presenting a reports at EXCO meetings.
- Compiling and presenting a report at the Annual General Meeting of the Association.

**The National Junior Development Officer shall have completed relevant RAI Coaching Courses, relevant Safeguarding Courses and be Garda vetted.**

### Junior Sub-Committee

A junior sub-committee shall be formed by the EXCO to assist the Junior Development Officer to include at least two other persons. Members of the sub-committee must undergo Garda vetting and complete the basic Safeguarding Course.



## Junior Development Officer

The Junior Development Officer of the Racquetball Association of Ireland is responsible for:

- Developing and implementing programs to support junior racquetball nationally.
- Organising junior tournaments including All Ireland Junior Uneven Championships, All Ireland Junior Even Championships, All Ireland Junior B Championships & the Irish Junior Open.
- Organising volunteers to assist at junior tournaments.
- Booking of courts for tournaments .
- Issuing entry forms online and completing draws for junior tournaments. (Draws are submitted to the Seeding Committee before publication)
- Issuing players start times for junior tournaments.
- Liaising with Tournament Secretary and Treasurer in relation to cups, medals and awards for junior tournaments.
- Encouraging clubs to identify potential coaches to do junior coaching.
- Encouraging clubs to nominate coaches or individuals to train as Coach Developers (teaching the coaches to coach)
- Encouraging clubs to focus on promoting junior coaching within their clubs.
- Arranging junior coaching clinics at new and existing clubs.
- Organising and selecting junior players for a National Junior Development squad each year.
- Organising coaches to coach members of the National Junior Development squad.
- Ensuring coaches conducting training sessions with juniors are Garda vetted.

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## Tournament Secretary

The Tournament Secretary of the Racquetball Association of Ireland is responsible for:

- The compiling the Annual Tournament Calendar to be published by 31st May of each year.
- Notifying the PRO and Secretary of any cancellation or changes to dates and venues of events on the Tournament Calendar.
- Ranking Lists - compiling ranking lists after each tournament and sending to PRO for publication on the website.
- Promotions Lists - updating promotion lists after each tournament and sending to PRO for publication on the website.
- Obtaining results from Tournament Directors of each tournament and sending to PRO for publication.
- Ensuring that courts/facilities for National Championships are acceptable.
- Carrying out risk assessment of venues prior to National Championships.
- Putting up banners signage at National Championships
- Ensuring that players taking part in tournaments and national championships are members of an affiliated club or have individual membership of the Association and are properly insured.
- Compiling and presenting a Tournament Secretary's report at EXCO meetings
- Monitoring tournaments and investigating any disciplinary complaints, where disciplinary issues occur, the tournament secretary can make recommendations to the EXCO on disciplinary procedures.

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## Tournament Secretary(Contd)

- Monitoring player transfers and player re-gradings (in conjunction with the newly formed Seeding Committee).
- Making draws & schedules for All Ireland Championships Singles & Doubles & Overage - (in conjunction with the newly formed Seeding Committee).
- Running the tournament desk at All Ireland Championships Singles & Doubles & Overage & collection of entry fees at All Irelands.
- Caring and instructing of volunteers at National Championships.
- Medals - ordering and keeping stock of medals
- Keeping an inventory of cups and shields owned by the Association
- Cups - return of cups/shields in time for All Ireland Championships and engraving of same.
- Compiling and presenting reports at EXCO meetings.
- Compiling and presenting a report at the Annual General Meeting of the Association.

## Development Officer

The Development Officer of the Racquetball Association of Ireland is responsible for:

- Developing national and local initiatives to promote the sport of racquetball.
- Developing and promoting game in conjunction with Provincial Councils, Clubs and individuals.
- Implementing strategy and future planning programs as defined by the Executive.
- Giving advice and help to new clubs to get them started in racquetball.
- Supporting club initiatives for the promotion of the sport of racquetball.
- Encouraging clubs to identify potential coaches to do junior and adult coaching.
- Encouraging clubs to nominate coaches or individuals to train as Coach Developers (teaching the coaches to coach)
- Encouraging clubs to focus on promoting Junior Coaches and junior coaching within their clubs
- Arranging adult and junior coaching clinics at new and existing clubs.
- Advising clubs on initiatives to increase club membership.
- Advising clubs how to run club competitions, round robins and leagues.
- Liaising with the Junior Development Officer on the development of junior racquetball.
- Liaising with the Women's Officer on the development of women's racquetball.
- Keeping up to date with developments and initiatives offered by Sport Ireland, Sports Partnerships, Colleges and private companies regarding grants, courses, webinars etc.
- Compiling and presenting reports at EXCO meetings.
- Compiling and presenting a report at the Annual General Meeting of the Association.