



Carryduff GAC Hub Policy

Purpose

The policy is in place to help ensure that the Hub at Carryduff GAC

- Offers a safe space that contributes to the club's sense of camaraderie and community spirit
- Promotes and encourage self-sufficiency among Members and
- Complements our fund-raising efforts.

Obligation

For the health and safety of all, members should comply with the Procedures and Protocols outlined in this Policy at all times

Requirements

Use of Hub - Bookings

- The Hub will be available for blitzes, team hospitality, cultural events, team building, prize givings and for any fundraising, social or cultural events associated with the GAA, or the local community at the discretion of the Executive Committee. It may also be used for meetings of any of the committees of the club.
- Organisers of specific events will be expected to commit to mutual agreed opening/closing times for events.
- Organisers will be accountable for ensuring the Hub is returned in the state in which it was received. Failure to do so may jeopardise future booking requests.
- To facilitate planning and enable contingency arrangements, events should be booked well in advance (at least one week) through the Chair of the Hub Management Committee. It will be the responsibility of event organisers to confirm that the booking is recorded and to source any additional volunteers needed.
- Where there is a clash the Hub Management Committee will make every effort to accommodate both bookings.
- The Head of the Hub retains the discretion to decide whether bookings made comply with the above terms and can be facilitated. If necessary, a decision will be made in conjunction with the Executive Committee.
- The Head of the Hub will endeavour to record and make best use of any donations provided to the Hub and will report all financial transactions to the Treasurer and/or Chair
- Alcohol is not permitted on club premises without the express prior consent of the Executive Committee.
- Patrons must not bring glasses or glass bottles to the outside area.

Procedures and Protocols – Main Hub Building

- Volunteers within the Hub must be registered as current Members of Carryduff GAC and must have completed the GAA's safeguarding requirements.
- Children under 16 are not permitted in the kitchen area of the hub.



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- A member of the Hub Management Committee will unlock the premises at the beginning of a session and lock up at the end.
- A member of the Hub Management Committee (or a delegated member of the Executive Committee) will remain present for the full duration of all events with the support of additional volunteers where necessary (Additional volunteering will be required for blitzes, tournaments etc).
- Volunteers undertaking work in the Hub should arrive 15 minutes prior to each opening session to ensure preparations are in place.
- To ensure the building is accessible for everyone and complies with fire regulations, the following steps need to be followed:
 - ***The double grey doors into the hub must be unlocked***
 - ***The 2 fire exit doors at the front of the hub must be unlocked***
 - ***Doors leading to disabled toilets must be opened fully***
 - ***All fire exits & disabled ramps and access points must be kept clear at all times***
 - ***All lights in hub including toilets & disabled toilets must be switched on***
- Where hospitality is offered food may be stored in the back-store room and cleared out at the end of each session.
- The Hub may provide use of the BBQ for events on request. Anyone operating the BBQ must be a registered member and must be trained in its use (training provided by Chair of the Hub Management Committee on request) and must return it clean of all food and grease.

Procedures and Protocols – Shop and Kitchen

- All volunteers will be provided with be trained in procedures for running the shop and kitchen.
- All volunteers should satisfy themselves that they have completed this induction and fully understand all procedures and protocols, particularly in relation to health and safety.
- The Hub Management Committee will ensure the kitchen and fridge are appropriately stocked prior to each event.
- A maximum of 4 volunteers should work behind the counter at any one time.
- A member of the Hub Management Committee will provide a designated volunteer with a monetary float at the start of each session/shift.
- Recyclable Plastic/corrugated paper cups should be used for all liquid consumables.
- Alternatively, reusable personal cups may be filled on request.
- Requests for boiling water for mouth guards sold within the Hub can be facilitated provided this takes place in a safe designated area close to the shop counter.
- Procedures for 'cashing up' and reconciling all monies are the responsibility of the Head of the Hub. Money bags and an accounts sheet will be used to record the takings for all shifts worked. A record of takings should be counter-signed to acknowledge the balance and float returned.
- Takings should be forwarded to the Treasurer at the end of each shift.

Brendan Sloan
Cathaoirleach / Chairperson

Date: 11/05/23

Sandra Hughes
Rúnaí / Secretary

Date: 11/05/23