Mallusk Harriers Member Access Policy

Issue 1, Doc Reference: MHMEMACC

Confidential

1 Purpose

This policy outlines the conditions and responsibilities related to member access to digital platforms, accounts, and applications used by Mallusk Harriers. It ensures that access is appropriately managed, secure, and aligned with the club's operational and safeguarding standards.

2 Scope

This policy applies to all members, volunteers, coaches, and committee members who are granted access to Mallusk Harriers' digital platforms, including but not limited to:

- Team App
- Club email accounts
- Social media accounts
- Online registration systems
- Internal communication tools
- Shared cloud storage or document repositories

3 Access Eligibility

Access to club platforms is granted based on current membership status and role within the club:

- Affiliated Members: Full access to Team App and relevant platforms.
- Committee Members & Coaches: Role-based access to administrative tools and communication channels.
- Volunteers: Limited access based on assigned duties.

4 Access Termination and Suspension

Access to all club platforms, accounts, and applications will be revoked or suspended under the following circumstances:

- The member unaffiliates from Mallusk Harriers during the membership year.
- The member leaves the club voluntarily during the membership year.
- The member transfers to another athletics club during the membership year.

- The member is removed from their role or position by the committee.
- The member is subject to disciplinary action resulting in suspension or expulsion.
- If a member is under investigation for a breach of club policy, safeguarding concern, or conduct issue, their access may be suspended at the discretion of the committee pending the outcome of the investigation.

Termination or suspension of access will be actioned promptly upon confirmation of the relevant change in status or initiation of investigation.

5 Responsibilities of Users

All users granted access must:

- Use platforms only for club-related purposes.
- Maintain the confidentiality of login credentials.
- Refrain from sharing access with unauthorised individuals.
- Report any misuse or breach of access immediately to the committee.

6. Related Policies

This Access Policy should be read in conjunction with:

- Mallusk Harriers Safeguarding Policy
- Mallusk Harriers Privacy & Data Protection Policy

These documents provide further guidance on the handling of member data and safeguarding responsibilities.

7. Policy Review

This policy will be reviewed annually or as required to reflect changes in club operations or technology platforms.

Date: ……..…

Signature: ……..… Chair

Signature: ……..… Secretary

Mallusk Harriers Volunteer Welcome

Welcome

Volunteers provide coaching, officiating and the organisation of athletics events and team management. The club could not exist without these volunteers. Club members compete as individuals and as part of teams in local, regional and national competitions. Our senior athletes have more diverse needs and we work to meet their aspirations, from improving the performance of athletes who regularly compete, to enabling a safe environment for non-competing members who enjoy running. As mentioned the Club has a very successful Couch to 5k program, 'Run Newtownabbey' that provides structured group running advice and support for adult beginners.

The club has been run by volunteers since it's birth, with the support of the local community in volunteering we have been able to build a strong bond across our community.

Supporting You

We realise that when you first start volunteering with us, you might not know exactly what to do or who is the best person to help. We have identified:

<Name> <Role> <Contact details>

as the best person to help you. (S)he will provide you with an induction so that you know how to carry out your role, are introduced to colleagues and you know what to do if you encounter a problem. You can also contact this person if you have questions about the role after induction.

The person looking after the wider work of volunteers is:

<Name> <Volunteer Co-ordinator or alternative title> <Contact details>

(S)he will contact you from time to time to hear how things are going and to update you on general matters of interest to volunteers. You can also contact her/him about general matters relating to volunteering.

Just as we seek to support you in your role, it is important to understand that we also rely on you. If you are unable to carry out your volunteering role, for whatever reason, please contact <role holder> by <e-mail or telephone details> as early as possible to enable them to make alternative arrangements to get the work done.

Developing You

Regardless of your role, there are certain policies that you must put into practice. These are important to the well-being of everyone and we strongly encourage you to read the list of policies as identified within the induction plan as soon as possible.

These policies, and others, will be discussed at induction. If you have any questions arising from these policies, please ask the person inducting you.

It may be the case that you will need to undertake some training to help you carry out your role well. This can take the form of someone within the organisation mentoring you, opportunities for training sessions within the organisation or occasionally via external training events. This will be discussed with you at induction and periodically by the Management Committee

Expenses

It is possible that you may incur expenses in carrying out a task requested by Mallusk Harriers. The agreement and approval of expenditure must be confirmed by the Club Treasurer in advance before this is done

Key Dates

Every year there are some key dates in the club calendar for volunteers. In the coming year, these will be discussed at Committee Meetings for due notice.

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Chair: Alex Davidon

Secretary: Lee-Anne Skillen

Mallusk Harriers Volunteer Checklist

The first priority for any new volunteer is to receive an induction before they start their role as soon as possible. For adhoc volunteers for events, induction meetings or communications will replace the below list. New committee members will be required to have handover inductions. The below table contains a range of areas that require induction within the context of each volunteering role.

What	Who	When & Where	How
About the club ▪ Club aims ▪ Structure teams/management ▪ Importance of Volunteers ▪ Outline of yearly activities and timelines **Premises / Training Grounds** ▪ Hub facilities, parking, Fire exits, toilets ▪ Training facilities **The Role** ▪ Outline of volunteer role, tasks involved ▪ Outline of team and other roles ▪ Boundaries of role / Expected conduct / Confidentiality ▪ Dealing with Difficulties ▪ Risk Areas ▪ Health & Safety ▪ Club Policies	**Chairperson / Club Secretary**	As part of the first committee meeting	**Meeting**

Training and Support

- Additional Resources / Equipment
- Role Handover
- Training
- Guidance