



Abingdon Eagles Basketball Club

Constitution

1. Name

The club will be called Abingdon Eagles Basketball Club and will be affiliated to England Basketball.

2. Aims and objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in Basketball
- To promote the club within the local community and Basketball
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone
- To ensure that all present and future members receive fair and equal treatment.

3. Membership

Membership should consist of officers and members of the club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.

Members will be enrolled in the following category:

- Full member

4. Membership fees

Membership fees will be set annually and agreed by the Executive/Management Committee or determined at the Annual General Meeting.

Fees will be paid annually by the end of the second week of September.

5. Officers of the club

The officers of the club will be:

- Chair
- Treasurer
- Secretary

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-election.

6. Committee

The club will be managed through the Management Committee consisting of: *The Officers of the Club, Head Coach, Assistant Coaches, Team Managers, and two others.* Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary of the club and held no less than four per year.

The quorum required for business to be agreed at Management Committee meetings will be four members.

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

7. Finance

All club monies will be banked in an account held in the name of the club.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on *30th June*.

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of any two of the officers of the club.

8. Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Secretary. Not less than 21 clear days' notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Election of officers is to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 25% of membership.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

9. Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 7 days of the Secretary receiving the appeal.

10. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will be disposed of at the discretion of the management committee.

11. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

Club Rules

Abingdon Eagles Basketball Club is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect, encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the Secretary.

As a member of *Abingdon Eagles Basketball Club* you are expected to abide by the following club rules:

- All members must play within the rules and respect officials and their decisions
- All members must respect opponents
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late
- Members must wear suitable kit for training and match sessions, as agreed with the coach/team manager
- Members must pay any fees for training or events promptly
- Junior members are not allowed to smoke on club premises or whilst representing the club at competitions
- Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.
- No member of the club may play for any other team, without the prior knowledge and consent of the Head Coach.

Code of Conduct for Club Officials and Volunteers

The essence of good ethical conduct and practice is summarised below. All club officials and volunteers must:

- Consider the well-being and safety of participants before the development of performance
- Develop an appropriate working relationship with performers, based on mutual trust and respect
- Make sure all activities are appropriate to the age, ability and experience of those taking part

- Promote the positive aspects of the sport (e.g. fair play)
- Display consistently high standards of behaviour and appearance
- Follow all guidelines laid down by the national governing body and the club
- Hold the appropriate, valid qualifications and insurance cover
- Never exert undue influence over performers to obtain personal benefit or reward
- Never condone rule violations, rough play or the use of prohibitive substances
- Have successfully completed a police check for those working with children.

Guidelines for Dealing with an Incident/Accident

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying
- Alert the first aider who should take appropriate action for minor injuries
- In the event of an injury requiring specialist treatment, call the emergency services
- Deal with the rest of the group and ensure that they are adequately supervised
- Do not move someone with major injuries. Wait for the emergency medics
- Contact the injured person's parent/guardian
- Complete an incident/accident report form

Task Description: Head Coach

Responsible to: Officers of the Club

Main duties:

- To take full responsibility for the club's coaching sessions.
- To prepare all coaching sessions in advance
- To work with and include the assistant coach(es) in the preparation and running of each session
- To attend junior club meetings and report on progress
- To offer the club feedback on the organisation and degree of success of junior coaching and competitions

- To assist in the selection of teams
- To travel to competitions with the junior team(s)
- To inform the Secretary in advance of any sessions that cannot be attended

Task Description: Assistant Coach

Responsible to: Head Coach

Main duties

- To assist with the club's junior coaching sessions.
- To assist in the preparation of coaching sessions in advance
- To work with the Head Coach in the preparation and running of each session
- To offer the club feedback on the organisation and degree of success of junior coaching and competitions
- To travel to competitions with the junior team(s)
- To inform the Head Coach in advance of any sessions that cannot be attended

Risk Assessment

Before any venue is used for any training or match purpose, a risk assessment will be completed and recorded by either the Coaches or Secretary. The assessment will include the following items:

- Check that the area and surroundings are safe and free from obstacles.
- Check that it is fit and sound for activity and suitable for age group/ability.
- Check that the attendance register is up to date with medical information and contact details. Check that performers are appropriately attired for the activity.
- Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers.
- Check that evacuation procedures are published and posted somewhere for all to see. Ensure that volunteers and staff have access to information relating to health and safety

Equity Policy Statement

This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

"Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures."

Code of Conduct for Parents/Guardian

- Encourage your child to learn the rules and play within them
- Discourage unfair play and arguing with officials
- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Set a good example by recognising fair play and applauding the good performances of all
- Never punish or belittle a child for losing or making mistakes
- Publicly accept officials' judgements
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times

Child Protection Policy & Procedures

Policy:

Abingdon Eagles Basketball Club accepts that its main responsibility is for the well being and safety of those young players who are members of the club. This is done in the belief that by placing their welfare at the centre of our concerns we are providing a solid foundation for the development of our players of the future and for effective Child Protection practice.

Abingdon Eagles Basketball Club adopts the Child Protection Guidelines for Good Practice issued by the English Basketball Association and Active Sport, together with the guidance given by the Sports Coach UK. All of our coaches are expected to adhere to the principles outlined by these documents.

It is also recognised that Child Protection is a mutual commitment between coaches and parents/guardians. Notwithstanding the Child Protection procedures laid out below, coaches will work with parents/guardians to develop a mutually beneficial relationship. As part of their training, all coaches are given Child Protection Awareness Training.

Abingdon Eagles Basketball Club will appoint at least one "Child Welfare Person" (CWP) who will have the responsibility for ensuring that the club's procedures below are carried out in the correct manner. In the event of any incident involving a CWP, the Youth Development Officer (YDO) will act in his/her place. At the core of all our procedures is the overriding principle that no child(ren) will be put at any further risk. (Names of the CWP and YDO are detailed below).

Procedures:

Child Protection issues fall very broadly into the following categories:

1. Bullying
2. Allegation of abuse/neglect
3. Suspicion of abuse/neglect
4. Disclosure of abuse/neglect
5. Going home procedure

The following are procedures that coaches will follow in the event of any of the above.

1. Bullying

- Investigate allegations/suspicions fully
- Inform the CWP
- Talk to bully and victim separately
- Take appropriate action, such as:
 - Apology from bully
 - Inform parents
 - Return of any "borrowed" items
 - Support for coach and/or victim
 - Encourage change in bullies behaviour
 - Consider sanctions against perpetrators
 - Inform other coaches about incident and action taken
 - Keep a record of incident(s) and actions taken
- Arrange a follow up meeting with victims family reviewing progress

2. Allegation of abuse/neglect

- Listen to allegations
- Make notes on what has been alleged
- Inform the CWP of the allegations immediately
- The CWP will decide on the appropriate action, which may be:
 - Inform Oxfordshire Social Services (Child Protection City team) on 01865 815030
 - Inform Thames Valley police on 01865 266000

- Maintain confidentiality. Do not inform parents if allegation involves them, otherwise inform parents of actions (this is best done by the CWP). No names will be mentioned to the parent

3. Suspicion of abuse/neglect

- A suspicion of abuse or neglect should be discussed with the CWP in the first instance, he/she will then deal with the suspicion in the appropriate manner
- No information will be given to anyone else, confidentiality is paramount
- Parents will not be informed if suspicion involves them
- Suspicions will not be discussed with the child

4. Disclosure of abuse/neglect

- Listen to what the child has to say with patience, without comment and without making any promises but try and assess if immediate protection is needed
- At the earliest opportunity make notes on what has been disclosed
- Inform the CWP of the disclosure immediately
- The CWP will decide on the appropriate action, which may be:
 - Inform Oxfordshire Social Services (Child Protection, City team) on 01865 815030
 - Inform Thames Valley police on 01865 266000
 - Inform the Chief Executives Office of the England Basketball .
- If the disclosure involves the child's parents, they will not be informed. The CWP will discuss the disclosure with Oxfordshire Social Services, who will discuss the matter with parents
- If the disclosure involves a coach, he or she will not be put in a situation whereby they come into contact with any children until the issue has been investigated and resolved (this is for the safety of the coach as well as the welfare of the child)

5. Going home procedure

- In the event of a child not being picked up after a match or training session the coach will make contact with the parents
- If parents are out of contact the coach will not leave the child at the court unsupervised
- The CWP will be advised if the situation is recurrent

- As a rule coaches will not take children in their cars without the permission of parents. Lone children will only be taken in the back seat of a car
- In extreme cases the police should be informed by the CWP
- Parents or nominated responsible adult must collect players (under 14) from the court and not allow them to walk to where their cars are parked
- If a child (under 14) wishes to make his or her own way home this must be confirmed in writing from a parent and arrangements must be safe and satisfactory to the club

Declaration

Abingdon Eagles Basketball Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: _____ Date: _____

Name (printed): _____

Chair

Signed: _____ Date: _____

Name (printed): _____

Secretary