



Basketball Ireland

CLUB CONSTITUTION CLUB MARK



Club Mark **Bronze**



LEVEL 1



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(Insert club logo)

Club Mission Statement: (Come up with your own statement)



“The Mission of our Club is to promote the development and playing of basketball in our Community, to be a uniting force in our region, to encourage the participation of all sectors of our Community in our sporting and social activities, and to support the development of our members in an environment of sportsmanship, inclusiveness, mutual respect and social responsibility.”

Aims and Objectives

An aim is a purpose, intention, or a desired outcome. Your club may use the below as an example of an aim and can change or edit where you see fit. However, Basketball Ireland encourage you to come up with your own aims to reflect the beliefs of your club.

In pursuing our Mission, we will:

- Respect the dignity of each individual involved in the club, without discrimination as to age, gender, race, religion, sexual orientation, disability, or creed.
- Provide a safe and fun environment for all within our club.
- Promote a sense of fairness, sportsmanship, and teamwork among our members.
- Facilitate the participation of all ages and abilities in our games and other activities and encourage them all to achieve their full potential.
- Strive for success on the field of play and for excellence in all our activities.
- Provide the best possible facilities for the development of our games.
- Provide support for all who work promoting the games within our Club.
- Have appropriate procedures in place to ensure a special duty of care for the safety and well-being of all our members.
- Seek to enrich the lives of our members and their families.
- Promote a sense of loyalty and pride in our Club and in our region.
- Uphold and promote the values and standards of Basketball Ireland.
- To work closely with schools and other sporting clubs in our region in order to ensure all children in the community can participate in a variety of sporting activities without suffering burnout or injury.
- Educate our volunteers in the sport of basketball by providing opportunities to attend courses and talks in order to reach their full potential in their field as coaches, referees, table official, etc.

Best Practice

(Basketball Ireland encourage your club to outline their own best practices, below is an example of a best practice guideline)

Outline your best practice guidelines:

To ensure that best practice is being followed, (Insert club name) will:

- Adopt and implement the Code of Ethics and Good Practice for Children’s Sport in Ireland as defined by Basketball Ireland as an integral part of its policy on children in the club.
- Ensure that the Club Committee is elected and endorsed at each AGM by those interested parties attending the AGM.
- Appoint and empower a Child Protection Officer

- Ensure best practice throughout the club by having available its code of conduct, including the disciplinary, complaints and appeals procedures in operation within the club, to all its members. The club's code of conduct should be posted in all facilities used by the club.
- Develop effective procedures for responding to and recording accidents.
- Ensure that all club members are given adequate notice of AGMs and other meetings.
- Ensure that all minutes of all meetings (AGM's/EGM's/Committee) are recorded and safely filed.
- Provide for the safety and well-being of members and children by endeavouring to ensure that all Mentor's, Coaches and visiting coaches, as well as parents involved in supervision/training and match day rotas, are vetted to the satisfaction of An Garda Siochana or other relevant bodies.
- Endeavouring to ensure that visitors to the Club are adequately supervised thus ensuring that no visitor is ever alone with a child
- Endeavour to ensure the responsible use of mobile phones and cameras by both adults and children.
- Promote the game and club through various media including photographs, reports & video, without compromising children's identities.
- Endeavour to adopt best practice with regard to children / coach ratio during training sessions and match days.
- Children who attend training regularly will be given priority when playing matches.

Conditions of Membership

(Create your own conditions but feel free to edit the below to suit your club)

- All parents/guardians are expected to participate in supervision rotas in order to help us to comply with the strict guidelines of Child Protection which are now passed under legislation. Parents/guardians will be contacted by Club co-ordinators in relation to supervision at training sessions, match days and blitzes. Supervision rotas will be organized for each separate training centre and age group.
- On registration, all players, parents, guardians, and coaches are agreeing to abide by the Codes of Conduct as outlined by Basketball Ireland.
- Registration to the club entitles every child to a properly run coaching sessions. Every effort will be made to arrange blitzes or skills sessions.
- In order to participate in training, games and blitzes, all membership and weekly fees must be paid and up to date.
- The Club will decide on the age and capacity to enrol and participate and may terminate membership at any stage.

Safety

Please see Basketball Ireland Club Mark Health and safety policy document ([insert link](#))

Child Protection Policy

Please see Basketball Ireland Club Mark child protection policy document ([insert link](#))

Financial Policy

Please insert your own financial policy that suits your club. Examples are seen below.

Coach Remuneration Policy

For coaches and committee members heavily involved in the club, weekly training fees for their children will be waived.

For junior coaches working within the club, the main weekly training fee will be waived. This will be reviewed and changed as required.

Courses

(Basketball Ireland encourage your club to outline their own policy on courses, below is an example of such a policy)

A percentage of course fees for courses such as Introduction to Coaching, Level 1 Coaching, Refereeing and Table Official courses, that are being used for the benefit of the club will be reimbursed by the club at the end of the season.

Membership Fees

(Basketball Ireland encourage your club to outline their own policy on membership fees, below is an example of such a policy)

Membership fees will be set annually and agreed by the committee or determined at the AGM. Membership fees will be set to cover member contributions to Basketball Ireland, (Insert area board) although registering members may not automatically be enrolled in all of these. Fees will be paid annually at registration as dictated by the Club Registrar and in line with Basketball Ireland Regulations.

Membership fees will only be refunded at the beginning of the season if a player ceases to be a member of the Club.

Collection of Training Fees

(Basketball Ireland encourage your club to outline their own policy on the collection of training fees, below is an example of such a policy)

Coaches in association with the parent supervisor should ensure that all training fees are collected, labelled separately, and passed to the Treasurer/Assistant Treasurer on a regular basis.

The regular weekly training session fee will be agreed at the start of the season by coaches and committee. Fees for additional training sessions and blitzes will be set as appropriate.

Fundraising

(Basketball Ireland encourage your club to outline their own policy on fundraising, below is an example of such a policy)

Prior approval is required from the Committee in respect of any fundraising activities proposed.

Quarterly and Year End Accounts

(Basketball Ireland encourage your club to outline their own policy on accounts, below is an example of such a policy)

(Insert club name) financial year end is 31 December.

It is the responsibility of the Treasurer to:

- Prepare year-end accounts for consideration at the AGM.
- Submit accounts to coaches and committee prior to AGM.
- Safely retain all relevant information, bank statements and cheque books for seven years.

Equipment, Team Kits, and sponsorship

(Basketball Ireland encourage your club to outline their own policy on equipment, team kits and sponsorship, below is an example of such a policy)

- Equipment and team kits remain the property of (insert club name). All members have been allocated a kit number and each kit remains the responsibility of that player. The kit for each age group will be the responsibility of a designated person. An up-to-date register of all equipment/kits is held by the club.
- Sponsorship of clothing, equipment, prizes or otherwise requires the agreement of the Committee.
- Money collected under the auspices of (insert club name), remain the property of the club and as such falls under the requirements of this policy.

Hire of Premises for training and games

(Basketball Ireland encourage your club to outline their own procedure for hiring premises, below is an example of such a procedure)

- The hire of premises for games is the responsibility of the Fixtures Co-ordinator.
- The hire of premises for training and allocation of slots must be agreed with the coaches and committee at the start of the season.
- The home venues of (Insert club name) are currently (insert facility name)

Club code of conduct

Code of conduct for children

(Basketball Ireland encourage your club to outline their own code of conduct of children, below is an example of such a code of conduct)

Children/young people are expected to

- Be loyal and give their friends a second chance.
- Be friendly and particularly welcoming to new members.
- Be supportive and committed to other team members, offer comfort when required.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Keep within the defined boundary of the playing/coaching area.
- Behave and listen to all instructions from the coach. Play within the rules and respect the official and their decisions.
- Take care of equipment owned by the club.
- All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using technologies like social media or texting.
- Refrain from bullying or persistent use of rough and dangerous play.
- 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 – LIST COMPULSORY ITEMS – 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.
- Show respect to other youth members/leaders and show team spirit.
- Keep themselves safe.
- Report inappropriate behaviour or risky situations for youth members.
- Play fairly and be trustworthy.
- Respect officials and accept decisions.
- Show appropriate loyalty and be gracious in defeat.
- Challenge or report the bullying of your peers.
- Respect opponents.
- Not cheat or be violent/aggressive.
- Not use violence.
- Make your club a fun place to be.

Children/Young people have the right to

- Be safe and happy in their chosen activity.
- Be listened to.
- Be respected and treated fairly.
- Privacy.
- Enjoy your sport in a protective environment.
- Be referred to professional help if needed.
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed.
- Ask for help.
- Any misdemeanours and general misbehaviour will be addressed by the immediate coach and reported verbally to the designated person. Persistent misbehaviour will result in dismissal from the club/sport. Parents will be informed at all stages.
- Dismissals can be appealed by the coach/volunteer with final decisions taken by the club committee or referred to the governing body depending on the disciplinary procedures within the sport.

Code of conduct for coaches

(Please follow link below to BI code of conduct for coaches)

[Coaches Code of Conduct](#)

Code of Conduct – Parents

(Basketball Ireland encourage your club to outline their own code of conduct of parents, below is an example of such a code of conduct)

Parents/guardians are expected to:

- Positively reinforce their child/young person and show an interest in their chosen activity. Support your child's involvement and help them to enjoy their sport.
- Do not place their young person under pressure or push them into activities they do not want to do.
- Deliver and collect the child punctually to and from coaching sessions/matches.
- Ensure their child is properly and adequately attired for the weather conditions of the time, including shorts, shirt, socks, tracksuit, sweat-tops, hat, gloves, water bottles, sun cream etc. (insert sports specific requirements)
- Ensure that proper footwear and protective equipment are worn at ALL times in accordance with Health and Safety Regulations. Any child not in possession of the fundamental requirements will not be permitted to participate.
- Detail any health concerns pertaining to the child on the consent form, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions.
- To inform the coach prior to departure from the field of play if child is to be collected early from a coaching session.
- Encourage their child to play by the rules and teach them that they can only do their best. Help your child to recognise good performance, not just results.
- Set a good example by recognising fair play and applauding good performances of all.
- Behave responsibly on the side-lines; do not embarrass your child.
- Never punish or belittle a child for losing or making mistakes.
- Use correct and proper language at all times.
- Encourage and guide performers to accept responsibility for their own performance and behaviour.

- Show appreciation and support the coach.
- Ensure their child is punctual.
- Be realistic and supportive.
- Provide their child with proper clothing and equipment.
- Ensure their child's hygiene and nutritional needs are met.
- Accept the official's judgement.
- Acknowledge the importance and role of the club coaches who provide their time free to ensure children's participation in the club.
- Promote their child's participation in playing sport for fun.

Parents/Guardians have the right to

- Know their child is safe.
- Be informed of problems or concerns relating to their children.
- Be informed if their child is injured.
- Have their consent sought for issues such as trips.
- Contribute to decisions within the club.
- Complain if they have concerns about the standard of coaching.

Complaints

- Basketball Ireland have laid a guidance document for Complaints, Disciplinary and Disputes. You can find this article [HERE](#) or download the document from our Governance tab under the About section on the website.

The Committee

The Club Committee shall consist of the following Club Officers:

1. Chairperson,
 2. Vice Chairperson,
 3. Treasurer,
 4. Secretary
 5. Minutes Secretary
 6. Plus, up to 5 other members, elected at an Annual General Meeting.
- The Officers of the Club who shall be honorary (non-paid) shall be the Chairperson, Vice-Chairperson, Treasurer and Secretary.
 - All Committee members must be members of the Club.
 - Committee Members shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of Club Officer at any time.
 - The Club Committee shall be responsible for the management of all the affairs of the Club.
 - iv. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting.
 - The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie.
 - v. Meetings of the Club Committee shall be chaired by the or in their absence the.....
 - The quorum for the transaction of business of the Club Committee shall be three.
 - Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
 - Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee.
 - The Club Committee shall hold not less than four meetings a year.
 - An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
 - The Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

General Meetings

- The Annual General Meeting usually fulfils the basic purposes of electing officers and other members of the Executive Committee, of reviewing the Accounts and of considering other matters of importance to the Club membership. It also considers changes to the Constitution.
- The Club shall hold an Annual General Meeting in the month of to:
 1. Approve the minutes of the previous year's AGM.
 2. Receive reports from the Chairperson and Secretary.
 3. Receive a report from the Treasurer and approve the Annual Accounts.
 4. Elect the Executive Committee.
 5. Appoint someone responsible for certifying the Club's accounts.
 6. Fix the subscription for the ensuing year.
 7. Consider changes to the Constitution.
 8. Review and consider any Byelaws.
 9. Deal with other relevant business.
- Nominations for election of members as Club Officers shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM.
- Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting.
- A Special General Meeting (SGM) may be called at any time by the majority of the Committee. 10% of the Club Members may also call such a meeting. The meeting must take place within 21 days of the Secretary receiving notice of the request. Business at an SGM may be any business that may be transacted at an AGM.
- The Secretary shall send to each member at their last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.
- The quorum for a General Meeting shall be
- The, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority.
- In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
- The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

Document Retention

All financial documents should be retained by the Treasurer for 7 years.

Changes & Edits

(Basketball Ireland encourage you to make changes to your documents where fit and approve them at the AGM)

- The policy will be reviewed and adjusted and updated where necessary.
- Minor adjustments may be made at the Coaches & Committee meetings and will be operational and effective until the next AGM or EGM.
- Major adjustments will be made at an AGM or EGM.