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## CLUB CONSTITUTION

### **Current Committee**

**Chair:** Alex Emmerson

**Vice Chair:** James Cummings

**Secretary:** Steph Strachan

**Club Executive:** Steve Bignell

**Officials Rep:** Alex Emmerson

**Welfare Officer:** Steph Strachan

**Committee Members:**

### **Contact Emails:**

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# Constitution

Version	Created	Implemented
2	March 2025	1st January 2026

## 1. Name

The Club shall be known as Stevenage Royals Basketball Club and shall be affiliated to Basketball England and the Hertfordshire Basketball Association and/or any other Basketball Association or League deemed necessary.

## 2. Objectives

- (a) The Club shall provide facilities for and to promote participation in the amateur sport of basketball. (No place names)
- (b) The Club is available to members regardless of sex, race, religion, or ability.
- (c) The Club may also organise other social and recreational activities to promote youth basketball.

## 3. Diversity, Equity, Inclusion and Anti-Discrimination

The Club adheres to the Diversity, Equity, Inclusion and Anti-Discrimination policy produced by Basketball England.

## 4. Safeguarding

The Club adheres to the Safeguarding policy produced by Basketball England. The Committee, who will be responsible for the implementation of the policy, will identify a Club Welfare Officer.

The Club Welfare Officer must complete both a Basketball specific Safeguarding qualification, the Club Welfare Officer training course, both provided by Basketball England and hold a clean, up-to-date DBS certificate.

All staff and volunteers within the Club must hold a clean, up-to-date DBS certificate and have a Basketball specific Safeguarding qualification provided by Basketball England which must be in place prior to commencing any role.

Contact details of the Club Welfare Officer will be provided to all Club members, parents and guardians.

On receipt of any Safeguarding concern the Club will follow Safeguarding reporting procedures as set out by Basketball England.

## **5. Club Colours**

The Club colours will be royal blue and white.

## **6. Membership**

Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs. Limitation of membership according to available facilities is allowable on a non-discriminatory basis.

The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

The Club Committee may refuse or remove membership, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members of the committee at the next scheduled committee meeting.

## **7. Subscriptions and Finances**

- (a) The non-refundable monthly subscription for the following season will be agreed and determined at the annual general meeting (AGM).
- (b) Subscriptions shall be paid in full or as decided by the Committee and are non-refundable.
  - (b1) Any member who accepts a place in a National League team automatically agrees to pay a minimum of 3 months subscription

whether the member wishes to participate in Club activities or not. After the 3 month period any member of a National League team is free to withdraw without further charge. The 3 month period begins on receipt of the first payment for the season.

(b2) Parents/Guardians and members over 18 are responsible for cancelling their membership subscription payments via the Club's website or by bank standing order if they wish to leave the Club and no longer participate in Club activities. The Club takes no responsibility for any automatic payments made through the Club website.

(b3) The Club can hold credit for members if agreed by the Committee for any overpayments made by members.

(c) Registrations after the start of the season are subject to the same non-refundable subscription.

(d) The Committee may consider reduced subscriptions for individuals in exceptional financial circumstances.

(e) All Club funds will be deposited in a bank or building society account in the name of Stevenage Royals Basketball Club.

(f) All surplus income or profits will be reinvested in the Club.

(g) Any payments overdue for more than 7 days may result in the player being forbidden to attend training or games under a policy of 'No Pay, Non Play' until the correct payment is received.

(h) All external companies/contractors who are due to invoice the Club must do

So within 30 business days of their service being provided. Late requests (after

5 business days) will result in no payment as agreed prior to involvement. This is a mandatory agreement for all when providing the Club with goods or services. It is up to the Company/Contractor to read the Club's full constitution.

## **8. Annual General Meeting (AGM)**

The purpose of the AGM is to define;

The Election of Committee Members and their roles, and selection of Team Managers.

Planned teams and leagues for the forthcoming season

Setting of annual membership subscriptions

Rules changes

Any other business.

- (a) The AGM shall be convened after the conclusion of the season, but no later than 30th June.
- (b) A quorum is deemed to have been achieved when 4 persons are present. If the numbers present are insufficient, then the meeting must be rescheduled to take place within 14 days. If the required numbers are still not present then the meeting will be conducted with those present on this occasion.
- (c) All members will be invited to attend the AGM: Voting rights on matters presented to the AGM are described in the membership section.

All members will be given at least 14 days noticing of the forthcoming AGM.

At the time the AGM is announced the minutes, resolutions and statement of accounts must be available for inspection.

The Committee may convene an Extraordinary General Meeting (EGM) if and when deemed necessary or on written request by 3 Committee members. The secretary will give 28 days' notice of such a meeting.

Voting at the AGM will be by personal representation only. No proxy or postal ballots will be accepted.

The proceedings of the AGM will be recorded in a Minutes document signed by the Chairman as a true record of the proceedings.

## **9. The Committee**

- (a) The club will be controlled by an elected Committee and will include the officers listed in rule 11. Persons so elected automatically become members of the Club.
- (b) Officers are elected for a term of 1 year.
- (c) Each committee member may stand for re-election at the club AGM.
- (d) Retiring officers are eligible for re-election.
- (e) Nominations for election to the committee must be given in writing to the club secretary at least 7 days prior to the AGM.

- (f) In the event that there are more nominations received than positions available then a vote will be held.
- (g) Should there be fewer nominations received than positions available then nominations from the floor will be accepted.
- (h) The serving members will be responsible for appointing the officers from within the committee.
- (i) Team managers may stand as officers on the committee.
- (j) The committee will meet monthly and at other times as deemed necessary.  
The proceedings will be recorded in a Minutes document and duly signed by the Chairperson as a true record.
- (l) At general committee meetings 3 shall form a quorum.
- (m) A committee seat is vacant if a committee member fails to attend 3 consecutive meetings without apologies to the committee.
- (n) Should a tie be reached in any ballot, and then the Chairperson shall have a deciding vote.

## **10. Powers of the Committee**

- (a) The property and assets of the club shall be invested by the Committee.
- (b) The Committee has the power to appoint sub-committees as and when appropriate, to report back to the monthly meetings.
- (c) The Committee is responsible for the daily management of the Club's affairs.
- (d) The Committee has the power to co-opt additional committee members as appropriate, providing they have completed a Personal Disclosure Form and are willing to submit to a DBS check.
- (e) The Committee has the power to suspend or expel any member or non-playing member whose conduct is prejudicial. (See the Basketball England Code of Ethics & Conduct and Disciplinary Code procedures)
- (f) All motions must be proposed and seconded by committee members, and then accepted by those committee members attending the meeting.
- (g) Motions may be submitted in writing if a committee member is unable to attend a meeting.
- (h) Voting shall normally be by a show of hands, but the Chairperson may order a secret ballot if this is in the best interests of the Club.

## **11. Officers of the Club**

- (a) Chair, Vice Chair, Secretary, Treasurer, Team Managers, Coaches, Club Welfare Officer and an independent Auditor.
- (b) Any Other officers deemed necessary for the operation of the Club and as appointed by the Committee.

## **12. Complaints and Disciplinary Procedures**

All complaints should in the first instance be directed in writing to the Club Secretary. (See Disciplinary Code Procedure)

The Committee will deal with issues only when they are submitted in writing to the Club Secretary and will investigate and reply within 10 working days.

- (a) The Committee may set up a sub-committee to investigate any complaint or disciplinary matter if it deems that this is the correct approach to resolve the problem.
- (b) All members will be responsible for the payment of any personal fines imposed on them and these will be paid on time and in accordance with League/BE/Club rules.
- (c) The Club upholds the principle of fair play and good disciplinary conduct, (see the Basketball England Code of Ethics & Conduct) and will abide by any decision made by a higher authority.
- (d) The Committee's decision is final unless new information is brought to their attention within 14 days of the ruling.

## **13. Equipment and Club Property**

- (a) The ownership of all equipment is vested with the Club.
- (b) Members are responsible for the safekeeping of all equipment provided to them and are expected to return any equipment in good order, subject to normal wear and tear.
- (c) Items of equipment that require maintenance will be the responsibility of a designated person.
- (d) At the end of each season all kit must be handed in to each team's Team Manager who will report to the Club Secretary regarding replacements.

Team kits once purchased will immediately become the property of the Club and must be returned in the event of a player or team leaving or

transferring out of the Club. For the avoidance of doubt this includes kit obtained by sponsorships.

Members may have an opportunity to purchase kit for their own use, maintenance and safekeeping.

#### **14. Presentation Night**

This will be held annually. Trophies will be awarded to playing members in recognition of excellence.

#### **15. Alteration to the Constitution**

- (a) No amendment or alteration to the club constitution or team rules may be made, except at the AGM, or at an EGM that has been convened purely for that purpose.
- (b) Changes can only be made if supported by a majority of those present.
- (c) Proposed changes must be submitted to the Club Secretary in writing 28 days before the meeting.

#### **16. Staff & Volunteers**

All staff and volunteers working at the Club will be subject to the processes and procedures set out in the Basketball England Safer Recruitment Policy. All candidates will be subject to a DBS check.

All staff and volunteers are required to complete training and safeguarding checks as outlined in Section 4 prior to commencing any role within the Club.

#### **17. Other Business**

The Committee, whose decision will be final and binding, may deal with any matters not governed by the constitution.

#### **18. Dissolution**

If the Committee decides that it is necessary or advisable to dissolve the Club then it shall call a meeting of all the members of the club, of which not less than twenty-eight (28) days' notice shall be given stating the terms of the resolution to be proposed. If the proposal is confirmed by

two-thirds majority of those present and voting, the Committee shall dissolve the club. Upon dissolution of the Club any remaining assets shall be given or transferred to another registered Community Amateur Sports Club, a registered charity or the sport's governing body for use by them in related community sports.

## **19. Notices**

Any notices required to be served on any member of the Club shall be in writing and shall be served by the Club Secretary or Committee on any member either personally or by posting such notices in a proper addressed pre-paid envelope to the last recorded address of such member, any letter so sent shall be deemed to have been delivered within ten(10) days of posting such letter with the Royal Mail or similar.

## **Associated Documents**

Policies of the Club shall include but not be limited to the following;

Basketball England Safeguarding Policy  
Basketball England Code of Ethics & Conduct  
Basketball England Whistleblowing Policy  
Basketball England Data Protection Policy  
Basketball England Safer Recruitment Policy  
Basketball England Disciplinary Code  
Basketball England Diversity, Equity, Inclusion & Anti-Discrimination Policy

January 2026

