



[www.stevenageroyals.com](http://www.stevenageroyals.com)

## CLUB CONSTITUTION

### Current Committee

**Chair:**

Alex Emmerson

**Vice Chair:**

James Cummings

**Secretary:**

Steph Strachan

**Men's Rep:**

James Cummings

**Junior Reps:**

Alex Emmerson, James Cummings, Steph Strachan, Steve Bignell

**Officials Rep:**

Alex Emmerson

**Welfare Officer:**

Steph Strachan

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**Basketball England Registration Number:**

CA3281

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# **Constitution**

## **1. Name**

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

## **2. Objectives**

- (a) The club shall provide facilities for and to promote participation in the amateur sport of basketball in Stevenage, Welwyn Hatfield, North and East Hertfordshire.
- (b) The club is available to members regardless of sex, race, religion, or ability.
- (c) The club will not introduce any measures that would prove restrictive on grounds of sex, race, religion, or ability.
- (d) The club will also organise other social and recreational activities that will promote youth basketball.

## **3. Anti-Discrimination and Equal Opportunities**

The Club adheres to the Anti-Discrimination and Equal Opportunities policies produced by Basketball England

## **4. Child Protection**

The Club adheres to the Child Protection Policy of Basketball England. The Committee, who will be responsible for the administration of the policy, will identify a Child Welfare Officer. All Team Managers, Coaches, and Club officials must attend or have attended a Child Protection Course.

## **5. Club Colours**

The club colours will be primarily 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. However, 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 membership or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against or removal may be made to the members of the committee at the next scheduled committee meeting.

## **7. Subscriptions/Finance/Fees**

(a) The non-refundable monthly subscription for the following season will be agreed and determined at the annual general meeting, the amount being recommended by the club committee.

(b) Subscriptions shall be paid in full or as decided by the Committee and are non-refundable.

(b1) Any member of a National League team automatically agrees to pay a minimum of 3 months' worth of membership, whether the member wishes to participate in club activity or not. After the 3-month period, any member of a National League team is free to withdraw without further charge. The 3-month count begins when first payment for the season is received.

(b2) Parents/Guardians or for players over the age of 18, are responsible for cancelling their membership subscription via the club's website, or standing order, if they wish to leave the club and no longer partake in club activities. The club takes no responsibility for any automatic payments made through the website.

(b3) The club can hold credit for members, if agreed by the committee for any overpayments made by a member.

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

(d) The committee has the authority to consider reduced subscriptions for individuals in exceptional circumstances.

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

(f) All surplus income or profits are to be reinvested in the club.

(g) Any payments overdue for more than 7 days will result in the player being forbidden to attend training or games until correct payment is made.

– 'No Pay, No Play' Policy.

(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 goods or services and up to the company/contractor to read the full constitution.

## **8. Annual General Meeting**

The purpose of the AGM is to define;

The Election of Officers, Committee, and Team Managers

Planned teams and leagues for the forthcoming season

Setting of annual subscriptions

Rule 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 5 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 extra-ordinary General Meeting if and when deemed necessary, or on written request by four 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.

## **9. The Committee**

(a) The club will be controlled by an elected Committee, these persons will be elected as described in 4(d) and will include the officers listed in rule 11.

(Persons so elected automatically become members of the Club in addition to the criteria set out in Rule 4c).

(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 minute book 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 in 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 clubs 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 Codes of Conduct and Disciplinary 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 in the best interests of the club.

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

- (a) Chair, Vice Chair, Secretary, Treasurer, Team Managers, Coaches, Child Protection Officer and an independent Auditor.
- (b) Other officers 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 Procedure)

The Committee will deal with issues only when they are submitted in writing to the Club Secretary and will deem an action 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 imposed fines, 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 Codes of 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 manager and they 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.

### **14. Presentation Night**

This will be held annually. Trophies will 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 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. Team Managers/Coaches/Volunteers**

Team Managers, Coaches, and Volunteers will be appointed by the Committee, after a Personal Disclosure form has been completed, suitable references have been obtained, and the committee has interviewed the prospective candidate. All candidates will be subject to a DBS check.

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

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

#### **18. Dissolution**

If the Management 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 management 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 secretary or Management 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.

## **Codes of Conduct**

Code of Conduct for Basketball

Code of Conduct for Coaches

Code of Conduct for Players

Code of Conduct for Team Officials

Code of Conduct for Parents / Spectators

Child Protection Policy and Guidelines

## **A Code of Conduct for Basketball**

Basketball is the national game. All those involved with the game at every level and whether as a player, match official, coach, owner, or administrator, have a responsibility, above and beyond compliance with the law, to act according to the highest standards of integrity, and to ensure that the reputation of the game is, and remains, high. This code applies to all those involved in football under the auspices of The Basketball England Association.

### **Community**

Basketball, at all levels, is a vital part of a community. Basketball will take into account community feeling when making decisions.

### **Equality**

Basketball is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.

### **Participants**

Basketball recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters. Basketball is committed to appropriate consultation.

### **Propriety**

Basketball acknowledges that public confidence demands the highest standards of financial and administrative behaviour within the game, and will not tolerate corruption or proper practices.

### **Trust and Respect**

Basketball will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs, or other organisations.

### **Violence**

Basketball rejects the use of violence of any nature by anyone involved in the game.

### **Fairness**

Basketball is committed to fairness in its dealings with all involved in the game.

### **Integrity and Fair Play**

Basketball is committed to the principle of playing to win consistent with Fair Play.



## **Code of Conduct for Coaches**

Coaches are key to the establishment of ethics in basketball. Their concepts of ethics and their attitude directly affect the behaviour of players under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct.

Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

It is natural that winning constitutes a basic concern for coaches. This code is not intended to conflict with that. However, the code calls for coaches to disassociate themselves from a “win-at-all-costs” attitude.

Increased responsibility is requested from coaches involved in coaching young people. The health, safety, welfare, and moral education of young people are a first priority, before the achievement or the reputation of the club, coach, or parent.

1. Coaches must respect the rights, dignity, and worth of each and every person and treat each equally within the context of the sport.
2. Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
3. Coaches must adhere to all guidelines laid down by governing bodies.
4. Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
5. Coaches must not exert undue influence to obtain personal benefit or reward.
6. Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience, and ability of players.
8. Coaches should, at the outset, clarify with the players (and, where appropriate, parent/guardian) exactly what is expected of them and also what they are entitled to expect from their coach for example appropriate kit, safety equipment and attendance times etc.
9. Coaches must co-operate fully with other specialists (e.g. other coaches and officials) in the best interests of the player.
10. Coaches must always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.

11. Coaches must consistently display high standards of behaviour and appearance.
12. Coaches must not use or tolerate inappropriate language.

## **Code of Conduct for Players**

Players are the most important people in the sport. Playing for the team, and for the team to win, is the most fundamental part of the game. But not winning at any cost — Fair Play and respect for all others in the game is fundamentally important. Obligations towards the game a player should

1. Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics, and stamina.
2. Give maximum effort and strive for the best possible performance during a game, even if his team is in a position where the desired result has already been achieved.
3. Set a positive example for others, particularly young players and supporters.
4. Avoid all forms of gamesmanship and time wasting.
5. Always have regard for the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
6. Not use inappropriate language.
7. During games no disputing the referees call, allow the coaches to address them.
8. If a player receives a Technical Foul for any reason, they will be issued a £10 fine by the club (this includes players on the bench).
9. If a player is disqualified from a game for any reason, then they will be issued a total £25 fine.
10. All fines must be paid at the beginning of the next session or game, whichever comes first. If a player receives a fine and it is not paid accordingly then they will not be selected and/or cannot participate in any training until the fine has been paid.
11. A player may be requested to appear before the Committee if the offences are repeated on a regular basis.
12. All players are expected to behave in respectable manner when representing the club at any event, both on and off the court and when wearing club teamwear.
13. The above fine can be appealed by the player if they set up a meeting with two or more members of the committee and a decision will be made from there regarding their total fine fee.
14. All players also agree to pay any Basketball England or Herts Basketball Association fine that is linked to them and the league they play in.

### **A player should**

1. Make every effort consistent with Fair Play and the Laws of the Game to help his own team win.
2. Resist any influence, which might, or might be seen to, bring into question his commitment to the team winning.

### **Respect for the Laws of the Game and Competition Rules**

A player should

1. Learn and abide by the Laws, rules, and spirit of the game, and the competition rules.
2. Accept success and failure, victory and defeat, equally.
3. Resist any temptation to take banned substances or use banned techniques.
4. E.g., A substance that enhances a player's ability to achieve a higher standard.

### **Respect towards Opponents**

A player should

1. Treat opponents with due respect at all times, irrespective of the result of the game.
2. Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

### **Respect towards the Match Officials/Team Officials**

A player should

1. Accept the decision of the Match Official without protest.
2. Avoid words or actions, which may mislead a Match Official.
3. Show due respect towards Match Officials.
4. Abide by the instructions of their Coach and Team Officials provided they do not contradict the spirit of this Code.
5. Show due respect towards the Team Officials of the opposition.

### **Obligations towards the Supporters**

A player should:

1. Show due respect to the interests of supporters.

### **Code of Conduct for Team Officials**

This Code applies to all team / club officials (although some items may not apply to all officials).

#### **Obligations towards the Game**

The team official should

1. Set a positive example for others, particularly young players and supporters.
2. Promote and develop his own Club/Team having regard to the interest of the Players, Supporters, and reputation of the national game.
3. Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
4. Avoid all forms of gamesmanship.
5. Show due respect to Match Officials and others involved in the game.
6. Always have regard for the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
7. Not use or tolerate inappropriate language.

#### **Obligations towards the Team**

The team official should

1. Make every effort to develop the sporting, technical, and tactical levels of the club/team, and to obtain the best results for the team, using all permitted means.
2. Give priority to the interests of the team over individual interests.

3. Resist all illegal or unsporting influences, including banned substances and techniques that enhance a player's ability to achieve a higher standard.
4. Promote ethical principles.
5. Show due respect for the interests of the players, coaches and officials, their own club/team and others.

### **Obligations towards the Supporters**

The team official should

1. Show due respect for the interests of supporters. Respect towards the Match officials

A team official should

1. Accept the decisions of the Match Official without protest.
2. Avoid words or actions which may mislead a Match Official.
3. Show due respect towards Match Officials.

### **Code of Conduct for Parents / Spectators**

Parents / Spectators have a great influence on children's enjoyment and success in basketball. All children play basketball because they first and foremost enjoy the game — it's fun. It is important to remember that however good a child becomes at basketball within your club it is important to reinforce the message to parents / spectators that positive encouragement will contribute to: Children enjoying basketball, a sense of personal achievement, Self-esteem, Improving the child's skills and techniques.

A parent / spectator's expectations and attitudes have a significant bearing on a child's attitude towards: Other players, Officials, Managers, Spectators.

Ensure that parents / spectators within your club are always positive and encouraging towards all of the children not just their own.

Encourage parents / spectators to:

Applaud the opposition as well as your own team.

Avoid coaching the child during the game.

Not to shout and scream.

Respect the referee's decision.

Give attention to each of the children involved in basketball not just the most talented.

Give encouragement to everyone to participate in basketball.

It is the club's duty to ensure that parents / spectators within Stevenage Royals agree and adhere to the Stevenage Royals Code of Conduct.

### **Disciplinary and Complaint Procedures**

A complaint of any nature about a player, parent, coach, or manager's poor behaviour will be treated seriously. Any member, who feels that he or she has suffered discrimination in any way or that the club rules, policies, or Code of Conduct has

been broken, should report the matter to the Club Secretary or Child Welfare Officer. The incident will then be reported to the clubs Executive committee, who will investigate the report, allegation or situation that has occurred. The matter will be dealt with in the appropriate manner at a disciplinary hearing, when both parties will be given the opportunity to state their case and give their account of the incident. Please try to rectify the problem yourself by speaking to your child's manager if it is a playing or training issue. (Please do not approach the manager or coach during training or a match). Arrange a time that is mutually convenient so that the matter can be discussed properly, if the problem cannot be resolved or you are not happy, you should then report the matter to the Club Secretary in writing.

The report should include:

1. Details of what, when and where the incident took place.
2. Anyone else who also witnessed the incident.
3. The names of any others who have been treated in a similar way.
4. Details of any similar complaints
5. A preference for a solution to the incident.

The Club Executive committee shall report its findings and its decision to the clubs Management committee; the committee will have the power to:

1. Warn as to future conduct and decide the penalty
2. Suspend from membership
3. Remove from membership any person found to have broken the club's Rules, Policies or Codes of Conduct

## **Equal Opportunities & Equity Policy**

1. Statement of Intent



1.1. Stevenage Royals Basketball club is fully committed to the principle of equality of opportunity and is responsible for ensuring that no job applicant, employee, or volunteer receives less favourable treatment on the grounds of age, colour, disability, ethnic origin, parental or marital status, nationality, religious belief, social status, and sexual preference.

1.2. Stevenage Royals Basketball club will ensure that there will be open access to all those who wish to participate in the sport and that they are treated fairly.

## 2. Purpose of the Policy

2.1. Stevenage Royals Basketball club recognises that certain sections of the community have been affected by discrimination and may be denied the opportunity to participate equally and fully in the sport at all levels.

2.2. Stevenage Royals Basketball club will take steps to prevent discrimination or other unfair treatment for its employees, members, and volunteers.

## 3. Legal Requirements

3.1. Stevenage Royals Basketball club is required by law not to discriminate against its employees and recognises its legal obligations under the following Acts: Equal Pay Act 1970, Race Relations Act 1976, Disability Discrimination Act 1995, Rehabilitation, or Offenders Act 1974

## 4. Types of Discrimination

4.1. Discrimination can take the following forms:

### 4.1.1. Direct Discrimination

This means treating someone less favourably than you would treat others in the same circumstances.

### 4.1.2. Indirect Discrimination

This occurs when a job requirement or condition is applied equally to all, which has a disproportionate and detrimental effect on one sex or racial group because fewer of that group can comply with it and the requirement cannot be justified in relation to the job. When decisions are made about an individual, the only personal characteristics taken into account will be those which, as well as being consistent with relevant legislation, are necessary to the proper performance of the work involved.

### 4.1.3. Harassment

Harassment can be described as inappropriate actions, behaviour, comments, or physical contact that is objectionable or causes offence to the recipient. It may be of a sexual or racial nature or it may be directed towards people because of their age, their sexuality, a disability, or some other characteristic. Stevenage Royals Basketball club is committed to ensure that its employees, members and players are able to conduct their activities free from harassment or intimidation. Stevenage Royals Basketball club regards discrimination and harassment, as described above, as serious misconduct and any employee of EB, participant or volunteer who discriminates against any other person will be liable to appropriate action (as outlined in the Basketball England Disciplinary Procedures)

### 4.1.4. Victimisation

Victimisation is defined as when someone is treated less favourably than others, because he or she has acted against Basketball England, under one of the relevant Acts (as previously outlined) or provided information about such discrimination.

## 5. Implementation

5.1. A copy of this document will be available to all staff, members, and volunteers of Stevenage Royals Basketball club. A copy will be made available on the official website of Basketball England.

5.2. All employees have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of the policy.

5.3. Stevenage Royals Basketball club will take measures to ensure that its employment practices are non-discriminatory.

5.4. No job applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute unfair discrimination.

5.5. A planned approach will be adopted to eliminate barriers which discriminate.

5.6. Stevenage Royals Basketball club will ensure that consultants and advisors used by Stevenage Royals Basketball club can demonstrate their commitment to the principles and practice of equity.

## 6. Positive Action

6.1. Stevenage Royals Basketball club may take positive action or introduce special measure for any group which is currently under-represented in its membership representative bodies or workforce.

## 7. Monitoring and Evaluation

7.1. Stevenage Royals Basketball club will regularly monitor and evaluate the policy, practices, procedures, and operation on an ongoing basis and will inform employees and members of its impact.

7.2. The Chief Executive has the overall responsibility for the implementation of the Equal Opportunities and Equity Policy.

7.3. The Stevenage Royals Basketball club committee is responsible for ensuring that this Equal Opportunities and Equity Policy is followed and will deal with any actual or potential breaches.

## 8. Disciplinary and Grievance Procedures

8.1. To safeguard individual rights under the policy, an employee who believes he/she has suffered inequitable treatment within the scope of the policy may raise the matter through the appropriate procedure.

8.2. Appropriate disciplinary action will be taken against any employee who violates Stevenage Royals Basketball Club Equal Opportunities and Equity Policy.

8.3. Stevenage Royals Basketball club will ensure that individual's feel able to raise any grievance and no employee will be penalised for doing so unless it is untrue and not made in good faith.

## **Stevenage Royals Basketball Club Child Protection Contacts**

Stevenage Royals Basketball Club Designated Club Welfare Officer:

Steph Strachan [steph@stevenageroyals.com](mailto:steph@stevenageroyals.com)

Basketball England Safeguarding:

<https://www.basketballengland.co.uk/integrity/safeguarding/>

Child Protection Helpline

NSPCC

0808 800 5000

Child Protection in Sport Unit

NSPCC National Training Centre

3 Gilmour Close

Beaumont Leys

Leicester LE4 1EZ

Telephone 0116 234 7278/7280

Facsimile 0116 234 0464

Email: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

### **Child Protection Procedure**

To have Child Welfare Officer/s within the Club

The Child Welfare Officer will represent the Child first and not the Club

All Committee Members, Managers, and assistants are aware of the Basketball

England Child Protection Policy, and will attend Child Protection Courses

No Physical or Verbal abuse must be made towards a child by any Official of the Club.

If any committee member, manager, or assistant notices any signs of abuse, they must report it to Child Welfare Officer as quickly as possible. Verbal reports must be confirmed in writing within 48 hours.

All matters which involve children of the Club must go through the Child Welfare Officer to ensure that they are not having their rights infringed in any way

All matters which involve children of the Club at the respective Basketball

Associations must have the Child Welfare Officer in attendance

If any child has a problem with anyone within the Club, whether it is another child or adult, they must contact the Child Welfare Officer

Any child that has a problem outside the Club may, at any time, contact the Child Welfare Officer

If the Child Welfare Officer has any doubts, he/she will contact the Child Welfare Officer at Basketball England

The Child Welfare Officer to inform the Committee of any instances that do arise, but not the facts as they are confidential.

The Child Welfare Officer will advise the Committee of any decisions he/she has made regarding discipline of individuals that may need to be imposed by the Club

The Child Welfare Officer will, if necessary inform the Social Services/Police if the situation requires that action, without hesitation, to protect the welfare and rights of the child/children

Stevenage Royals Basketball Club adheres to the BASKETBALL ENGLAND Child Protection Policy, and all Club Officials, Managers and Coaches are subject to a CRB check by the BASKETBALL ENGLAND, and have or will attend a Child Protection Course

1. The Stevenage Royals Basketball Club, agrees to adopt the Basketball England Child Protection Policy and Procedures.
2. All individuals involved in Basketball through Stevenage Royals at every level, including players, match officials, coaches, administrators, club officials or spectators agree to abide by the Basketball England Code of Ethics and Conduct ("Code") and all such individuals by participating or being involved in Basketball through [name of host organisation] in one of the aforementioned roles or in a role which comes within the intended ambit of this paragraph and the Basketball England Child Protection Policy and Procedures generally are deemed to have assented to and as such recognise and adhere to the principles and responsibilities embodied in the Code.
3. Every constituent member of Stevenage Royals Basketball Club including without limitation, all clubs and leagues, shall be responsible for the implementation of the Child Protection Policy and Procedures in relation to their individual members.
4. Any act, statement, conduct or other matter which harms a child or children or vulnerable adult, or poses or may pose a risk of harm to a child or children or vulnerable adult, shall constitute behaviour which is improper and brings the game into disrepute.
5. In these Regulations the expression "Offence" shall mean any one or more of the offences contained in Schedule 1 to the Children and Young Persons Act 1933 and any other criminal offence which reasonably causes the Association to believe that the person accused of the offence poses or may pose a risk of harm to a child or children or vulnerable adult.
6. Upon receipt by Stevenage Royals Basketball Club of:
  - 6.1 notification that an individual has been charged with an Offence; or
  - 6.2 notification that an individual is the subject of an investigation by the Police, Social Services or any other authority relating to an Offence; or
  - 6.3 any other information which causes the organisation reasonably to believe that a person poses or may pose a risk of harm to a child or children or vulnerable adult then the Stevenage Royals Basketball Club shall have the power to order that the

individual be suspended from all or any specific Basketball activity for such period and on such terms and conditions as it thinks fit.

7. In reaching its determination as to whether an order under Regulation 6 should be made, The Stevenage Royals Basketball Club shall give consideration, inter alia, to the following factors:

7.1 Whether a child is or children or vulnerable adult are or may be at risk of harm;

7.2 Whether the matters are of a serious nature;

7.3 Whether an order is necessary or desirable to allow the conduct of any investigation by The Stevenage Royals Basketball Club or any other authority or body to proceed unimpeded.

8. The period of an order referred to in 6 above shall not be capable of lasting beyond the date upon which any charge under the Rules of Stevenage Royals Basketball Club or any offence is decided or ended.

9. Where an order is imposed on an individual under Regulation 6 above, the Stevenage Royals Basketball Club shall bring and conclude any proceedings under the Rules of Stevenage Royals Basketball Club against the person relating to the matters as soon as reasonably practicable.

10. Where a person is convicted, or is made the subject of a caution in respect of an Offence, that shall constitute a breach of the rules of Stevenage Royals Basketball Club and it shall have the power to order the suspension of the person from all or any specific Basketball activity for such a period (including indefinitely) and on such terms and conditions as it thinks fit.

11. For these Regulations, Stevenage Royals Basketball Club shall act through the Basketball England Child Protection Disciplinary Panels.

12. Notification in writing or an order referred to above shall be given to the person concerned and/or any club with which he is associated as soon as reasonably practicable.

### **Requirement for affiliated members in England**

All affiliated members of all host organisations including, without limitation, each and every club, and league ("Affiliated Members") must include the following wording under a Child Protection heading within their rules:

"The \_\_\_\_\_ agrees to adopt the Basketball England Child Protection Policy and Procedures. All individual members are deemed to have read understood and assented to the Basketball England Code of Ethics and Conduct Code and as such recognise and adhere to the principles and responsibilities embodied in the Code."

All Affiliated Members shall ensure that the following wording is incorporated into all membership forms and all forms, contracts and/or terms of engagement regarding the appointment of coaches, officials and other individuals on a full-time, part time or volunteer basis;

“I, \_\_\_\_\_ have read and understood the Basketball England Code of Ethics and Conduct Code and as such agree to fully recognise and adhere to the principles and responsibilities embodied in the Code”