

## **BRADFORD DRAGONS BASKETBALL CLUB CONSTITUTION [updated 13/8/09]**

### **1. Name**

1.1 The Club shall be called 'Bradford Dragons Basketball Club' (hereinafter called the Club).

### **2. Aims and Objectives**

2.1 The objectives of the Club shall be to provide, promote and further the interests of basketball players in the Bradford district by offering coaching and competitive opportunities for basketball players.

2.2 The aims and objectives of the Club should be consistent with the furthering of equal opportunities for all groups in the sport irrespective of gender, race or religion.

2.3 The Club aims to provide and help develop accessible, affordable and inclusive basketball development opportunities for basketball players to promote healthy living, a respect for the rules of sporting competition and social inclusion for young people and their families.

### **3. Membership**

3.1 The Club shall consist of the officers, parents and players.

3.2 Membership of the Club shall be open to any young person in the area and their parents who are prepared to accept and support the objectives of the Club.

3.3 In accepting membership, a person agrees to abide by the constitution of the Club and the rulings of the Club Executive Committee.

3.4 Membership shall last for 12 months from 1<sup>st</sup> August to 31<sup>st</sup> July in the following year

### **4. Membership Fees**

4.1 The Club will have a regular membership fee. A small charge will be made at each training session and match. Such charge to be determined by the Club Executive Committee.

4.2 At the discretion of the Club Executive Committee, participation charges may be waived for any individual player.

4.3 At a General Meeting the majority of the attending members may decide other charges or subscriptions.

### **5. Officers**

5.1 The officers of the Club shall be: Chairperson, Treasurer, Secretary, Health & Safety Officer, Press Officer and Welfare Officer

5.2 These officers shall hold office for a calendar year, being elected annually at the Club Annual General Meeting (see paragraph 9).

5.3 Any casual vacancy occurring may be filled by the Chairperson.

### **6. Club Executive Committee**

6.1 The management of the Club shall be vested in the Club Executive Committee.

6.2 The Executive Committee shall act for the members.

6.3 The Executive Committee shall comprise of the Chairperson, Treasurer, Secretary, Health & Safety Officer, Press Officer and Welfare Officer.

6.4 Meetings of the Executive Committee shall be convened by the Secretary on an ad hoc basis but shall be at least every 6 months.

6.5 The interpretation of the Club constitution shall be vested in the Club Executive Committee who shall decide all questions relating to the Club.

6.6 At least three Club Executive Committee members must be present for a Club Executive Committee meeting to make decisions

### **7. Club Advisory Council**

- 7.1 Each team within the Club, after discussions with the Team Coaches, will elect a team representative, who is accountable to, and recallable by, the team. The Team Representative will act as the spokesperson of the team he/she is elected by.
- 7.2 Each Team will have a number of Coaches and a number of Team Managers (as determined by the Club Executive Committee) who, together with the Team Representatives, will meet with the Club Executive Committee as and when required in an advisory capacity to advise the Club Executive Committee.

## **8. Finance**

- 8.1 All monies raised by, or on behalf of, the Club shall be applied to further the objectives of the Club and for no other purpose.
- 8.2 The Club Treasurer is responsible for the finances of the Club.
- 8.3 The financial year of the Club ends on 31 May of every year.
- 8.4 Proper accounts shall be kept of all sums of money received and paid out by the Club.
- 8.5 A statement of accounts, up to and including this date shall be presented at the Annual General Meeting of the Club.
- 8.6 The funds of the Club shall be lodged at a bank or building society in an account in the name of the Club. All cheques, drafts etc. drawn on these accounts shall be signed by any two of the following officers: Chairperson, Treasurer and Secretary.

## **9. Annual General Meeting and Other Meetings**

- 9.1 The Annual General Meeting (AGM) of the Club shall be held every year during the month of July, when the annual report of the Club Executive Committee and the statement of accounts shall be presented.
- 9.2 Not less than 30 days notice of the date of the AGM shall be given to all parents / players by the Secretary.
- 9.3 The AGM shall elect such officers of the Club as it may from time to time determine.
- 9.4 The Chairperson may call a meeting when considered necessary or desirable, or upon request of two members of the Executive Committee.
- 9.5 All parents / players shall be entitled to vote at general meetings of the Club and shall have equal voting rights.
- 9.6 A minimum of 3 [three] members are to be required to make decisions at meetings

## **10. Voting Procedures**

- 10.1 Each member of the Club shall be entitled to one vote.
- 10.2 A motion shall be carried by a simple majority of those present and voting, except when the motion is a constitutional amendment which shall require a two thirds majority.
- 10.3 The Chairperson shall have a casting vote in addition to a deliberative vote.
- 10.4 At least eight Club members must be present for the AGM or any other General meeting to take place

## **11. Property and Staff**

- 11.1 Responsibility for all property owned or leased by the Club and for the employment of any paid staff and volunteers rests with the Club Executive Committee.

## **12. Discipline and Appeals**

- 12.1 The Club Executive Committee shall have the power to take appropriate disciplinary action against any member, and shall have the authority to terminate the membership of any member guilty of conduct deemed to be to the detriment of the Club.
- 12.2 There should be the right of appeal to the Club Executive Committee, or an Appeal Committee set up by it to act on its behalf, against any decision made by an officer of the Club.
- 12.3 The appeal should normally be considered within 28 days of it being received by the Secretary.

### **13. Dissolution Procedures**

- 13.1 In the event of the Club ceasing to exist and following the discharge of all debts and liabilities, all assets, including cash and investments in hand will be distributed to local Clubs having similar objectives or alternatively to local schools.

### **14. Review of the Constitution**

- 14.1 This Constitution shall be reviewed on an annual basis.  
14.2 Amendments to the Constitution shall only be agreed at AGMs.  
14.3 Any alterations to the Constitution shall require a two thirds majority of members present and voting.  
14.4 In the event of any question or matter arising which is not provided in the Constitution, such question or matter shall be dealt with by the Club Executive Committee, whose decision is final.

### **15. Child Protection Policy**

The Club has adopted the following Child Protection Policy. The Code of Practice which gives practical guidance to Coaches, Players and Parents/Carers is attached as Appendix A

#### **PRINCIPLES**

The Child's welfare is paramount.

We believe all children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Anyone under the age of 18 years should be considered as a child for the purposes of this document.

Working in partnership with children and their parents/carers is essential for the protection of children.

Members of the Club recognise the statutory responsibility of the Social Services Department to ensure the welfare of the children and are committed to working together with the local Area Child Protection Committee (ACPC) / Safeguarding Board and to complying with its procedures.

#### **THE MAIN FORMS OF ABUSE**

##### **Physical Abuse**

This includes, in sports situations, abuse that occurs where the nature and intensity of training disregards the capacity of the child's immature and growing body

##### **Sexual Abuse**

In basketball this might involve, apart from the usual manifestations of sexual abuse, physical contact with children that could potentially create situations where sexual abuse may go unnoticed. Also the power of the coach or teacher over young athletes, if misused, may lead to abusive situations developing.

##### **Emotional Abuse**

Where a child is constantly shouted at, threatened or taunted, this may make a child nervous and withdrawn. This form of abuse may also arise from unrealistic pressure by a parent, coach or teacher and take the form of bullying in order to achieve high expectations.

##### **Neglect**

This may arise where a child is constantly unsupervised or left alone, or where a child has inappropriate clothing in a very cold or unusually warm environment.

#### **LISTENING TO A CHILD**

If a child indicates that he or she is being abused, or information is obtained which gives concern that a child may be being abused, the person receiving this information should:

- React calmly so as not to frighten the child
- Tell the child they are not to blame and that it was right to tell
- Take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech disability and/or differences in language
- Keep questions to the absolute minimum necessary to ensure a clear and accurate understanding of what has been said
- Reassure the child, but do not make promises of confidentiality which might not be feasible in the light of subsequent developments
- Make a full record of what has been said, heard and/or seen as soon as possible

## **RESPONDING TO SUSPICIONS OR ALLEGATIONS OF CHILD ABUSE**

It is not the responsibility of Club members or officers to decide whether or not child abuse is taking place. There is, however, a responsibility to protect children in order that appropriate agencies can then make enquiries and take any necessary action to protect the child.

The Club Welfare Officer [Liz Sellars 01943 864216, or email [elizabethsellars56@hotmail.com](mailto:elizabethsellars56@hotmail.com) ] is available for consultation as is the Club Child Protection Officer [Kath Hill 01274 495241 or email [khilljamesb@hotmail.com](mailto:khilljamesb@hotmail.com) ] It is therefore the responsibility of person in charge to inform the local Social Services Department without delay. If no person is in charge, the person discovering or being informed of the abuse should immediately contact the Social Services Department or the Police on **999**. If necessary, use the NSPCC free phone helpline on **0800 800 500**. This is a 24 hour service.

The person in charge (or the person with the information) should pass any information they hold to Bradford Social Services Department **01274 437500** daytime, or **01274 530434** out of office hours, or the Police. Otherwise, the information received from the child should in most circumstances be treated as confidential by the person receiving this information.

The information should include: the child's full account; the nature of the allegation; any physical signs of abuse; and relevant dates, times and locations. The information should include fact and not opinion.

### **Abuse allegation against an Officer or Volunteer of the Club**

Where the allegation of abuse is directed against a member or members of the Club or Club officers, the matter should be referred without delay to Bradford Social Services Department. In more serious cases of abuse, the relevant officer of the club should also inform the Police as well as the appropriate officer of England Basketball.

The officers and members of the Club would want to assure all staff and volunteers that the Club would support any person who, in good faith, reports his or her concern that a colleague or other person may be abusing a child.

In such instances, the parent(s) or carers of the child are to be contacted as soon as possible, following advice of from the Bradford Social Services Department.

Every effort shall be made to ensure that confidentiality is maintained for all concerned.

Where the allegation involves a Volunteer, the Club shall take advice from the Bradford Social Services Department as to the action the Club should take in the circumstances towards the volunteer.

Where the allegation involves a Club officer, the Club shall seek advice also from England Basketball as to the appropriate disciplinary steps to take.

The welfare of the child or children concerned shall always remain paramount.

Consideration shall also be given to what support may be appropriate to all those involved, whether children, parents and/or Club officers.

### **TRAINING AND GOOD PRACTICE**

The Club shall seek to ensure that all Club officers shall receive basic training in child protection within 12 months of being appointed in their position. All Club coaches will be CRB (Criminal Records Bureau) checked.

The Management Committee shall ensure that there is a complaints procedure in operation and that parents and children have relevant information that will allow easy access to this procedure.

In general, the Club's policy is to promote good practice to reduce the situations where abuse of children can occur and to help protect Officers and Volunteers.

#### **Examples of good practice are:**

- always be publicly open when working with children
- avoid situations where a teacher/coach and individual players are completely unobserved
- where any form of manual support is required, this should be provided openly
- the Coach should be extremely careful as it is difficult to maintain hand positions when the child is constantly moving. Some parents are becoming increasingly sensitive about manual support and their views should be taken into account.
- Where possible, parents should take on the responsibility of their children in changing rooms. Where teams have to be supervised in changing rooms, always ensure that more than one Officer, Coach and/or parents are present
- Where there are mixed teams away from home, they should always be accompanied by a male and female member of staff.
- If possible, avoid taking a child alone in a car on anything but a short local journey
- If possible, avoid taking a child to your home where they will be alone with you
- If you need to be alone with a child in a car or in your home, ensure that you have the full consent of the parent(s) or carer(s)
- Avoid inappropriate games, sexually suggestive language, touching or any comment or physical act that could be construed as inappropriate
- If during your care of a child you accidentally hurt them, the child seems distressed in any manner, or appears sexually aroused, or misunderstands or misinterprets something you have said or done, report any incident as soon as possible to a Club Officer or Volunteer and make a brief written note of it. Parents or carers should be informed of the incident unless it is of a more serious nature, when Bradford Social Services Department should first be informed.

### **CODE OF CONDUCT**

#### **Parents' Code**

- 1 Do not force an unwilling child to participate in sport.
- 2 Remember, children are involved in sport for their enjoyment, not yours.
- 3 Encourage your child always to play by the rules.
- 4 Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
- 5 Turn defeat into victory by helping your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a game.
- 6 Remember that children learn best by example. Applaud good play by your team and by members of the opposing team.
- 7 Do not publicly question the referee's judgement and never his or her honesty.
- 8 Support all efforts to remove verbal and physical abuse from children's sport.
- 9 Recognise the value and importance of volunteer coaches. They give up their time and resources to provide recreational activities for your child.

#### **Coaches' Code**

- 1 Be reasonable in your demands on the young players' time, energy and enthusiasm. Remember that they have other interests.
- 2 Teach your players that the rules of the game are mutual agreements which no one should evade or break.
- 3 In contact games, group players according to age, height, skill and physical maturity.
- 4 Avoid over-playing talented players. 'Average' players need and deserve equal time.
- 5 Remember that children play for fun and enjoyment and that winning is only part of it. Never ridicule or yell at the children for making mistakes or losing a game.
- 6 Ensure that equipment and facilities are appropriate to the age and abilities of the players.
- 7 The scheduling and length of practice times and games should take into consideration the child's maturity level.
- 8 Develop team respect for the ability of opponents, as well as for the judgement of referees and opposing coaches. Racist, insulting, dishonest or over aggressive behaviour is not acceptable.
- 9 Follow medical advice in determining when an injured player is ready to play again.
- 10 Remember that children need a coach they can respect. Be generous with your praise and set a good example.

### **Players' Code**

- 1 Play for the fun of it, not just to please your parents or coach.
- 2 Play by the rules, play it tough but play it fair.
- 3 Never argue with the referee's decisions. Control your temper.
- 4 Work equally hard for yourself and your team. Your team's performance will benefit and so will your own.
- 5 Be a good sport, applaud all good play.
- 6 Treat all players as you would like to be treated. Don't interfere with, bully or take unfair advantage of any players.
- 7 Remember that the aims of the game are to have fun, improve your skills and feel good. Don't be a show-off.
- 8 Co-operate with coaches, team-mates and opponents; without them you don't have a game.
- 9 Respect the building, tidy the sports hall and changing facilities before you leave.
- 10 Be on time, warmed up and stretched ready to start the session or game on time.
- 11 If you cannot attend, phone your Team Manager in advance to let them know you cannot attend. Coaches think, **'No show + no phone call = no commitment'**.

## **16. Equity Policy**

### **1. Statement of Intent**

1.1. Bradford Dragons is fully committed to the principle of equality of opportunity and is responsible for ensuring that no volunteer or member 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. Bradford Dragons 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. Bradford Dragons 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. Bradford Dragons will take steps to prevent discrimination or other unfair treatment for its members and volunteers.

### **3. Legal Requirements**

3.1. Bradford Dragons BC is required by law not to discriminate against its members and volunteers and recognises its legal obligations under the recognised discrimination acts.

### **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 club requirement or condition is applied equally to all, which has a disproportionate and detrimental affect 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.

#### 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.

Bradford Dragons is committed to ensuring that its volunteers, members and players are able to conduct their activities free from harassment or intimidation.

Bradford Dragons regards discrimination and harassment, as described above, as serious misconduct and any member of Bradford Dragons, player or volunteer who discriminates against any other person will be liable to appropriate action.

#### 4.1.4. Victimisation

When someone is treated less favourably than others because he or she has taken action against Bradford Dragons under one of the relevant Acts or provided information about such discrimination.

### 5. Implementation

5.1. A copy of this will be available to all players, members and volunteers of Bradford Dragons. A copy will be made available on the official website of Bradford Dragons at [www.bradforddragons.co.uk](http://www.bradforddragons.co.uk)

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

5.3. Bradford Dragons will take measures to ensure that its membership practices are non-discriminatory.

5.4. No volunteers will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the role which constitutes unfair discrimination.

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

5.6. Bradford Dragons will ensure that consultants and advisors used by Bradford Dragons can demonstrate their commitment to the principles and practice of equity.

### 6. Monitoring and Evaluation

6.1. Bradford Dragons will regularly monitor and evaluate the policy, practices, procedures and operation on an ongoing basis and will inform volunteers and members of its impact.

6.2. The Club Executive Committee has the overall responsibility for the implementation of the Equal Opportunities and Equity Policy.

6.3. The Club Executive Committee is responsible for ensuring that this Equal Opportunities and Equity Policy is followed and will deal with any actual or potential breaches.

### 7. Grievance Procedures

7.1. To safeguard individual rights under the policy, a volunteer or member who believes he/she has suffered inequitable treatment within the scope of the policy may raise the matter through the appropriate procedure.

7.2. Appropriate action will be taken against any volunteer or member who violates Bradford Dragons Equal

Opportunities and Equity Policy.

7.3. Bradford Dragons will ensure that individuals feel able to raise any grievance and no volunteer or member will be penalised for doing so unless it is untrue and not made in good faith.