



POLICIES AND PROCEDURES

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CLUB MISSION STATEMENT

'The Mission of our Club is to promote St. Paul's Basketball Club as a progressive basketball club committed to the development of basketball in our Community, to encourage the participation of all sectors of our Community and to support the development of our members, of all skill levels, in an environment of sportsmanship, inclusiveness, mutual respect and social responsibility.'

AIMS AND OBJECTIVES

In pursuing our mission we will

Provide a safe and fun environment for all within our club

Promote a sense of fairness, sportsmanship, and teamwork among our members

Actively encourage participation of parents in all aspects of running the club

Respect the dignity of each individual involved in the club, without discrimination as to age, gender, race, religion, sexual orientation, disability, or creed.

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

Have appropriate procedures in place to ensure a special duty of care for the safety and well-being of all our members

Promote a sense of loyalty and pride in our Club

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

To ensure that best practice is being followed, St. Paul's Basketball Club 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 are recorded and safely filed

Provide for the safety and well-being of members and children by endeavouring to ensure that all Mentors, coaches and visiting coaches, as well as parents involved in supervision/training and match day rotas, are vetted to the satisfaction of An Garda Síochána 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 camera by both adults and children

Promote the game and club through various media including photographs, reports and 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

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 session. Every effort will be made to arrange blitzes or skill 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 enroll and participate and may termination membership at any stage.

SAFETY

Please see Basketball Ireland Club Mark Health and Safety policy document https://sportlomo-userupload.s3.amazonaws.com/uploaded/galleries/638_uploaded/ed3a6401fdca0cc97d3d66e67c312e585d551ed5.pdf

CHILD PROTECTION POLICY

Please see Basketball Ireland Club Mark child protection policy document https://sportlomo-userupload.s3.amazonaws.com/uploaded/galleries/638_uploaded/ed3a6401fdca0cc97d3d66e67c312e585d551ed5.pdf

FINANCIAL POLICY

Coach Remuneration Policy

For coaches and committee members heavily involved in the club, weekly training fees for their children will be reduced to 50%.

This will be reviewed and changed as required.

Courses

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

Membership Fees:

The subscription year is from 1 August to 30 July

Subscriptions shall be paid on an annual basis when joining or re-joining for current members

The rates for subscription, which shall include a maximum per family, shall be fixed by the Club in General Meeting, and can have immediate effect.

No member whose subscription still remains unpaid more than three calendar months after the due date shall be eligible to take part in any event promoted by the Club until such subscription has been paid.

The Management Committee reserves the right, in appropriate circumstances, to reduce the amount of any subscription.

Collection of Training Fees

Training fees are to be paid on-line in 2 instalments, the first at the start of the season and the second after Christmas.

Fees for blitzes, referees etc. will be collected on the day by the team manager whereby the fee will be paid immediately and a receipt will be retained for the club treasurer.

Fundraising

Prior approval is required from the Committee in respect of any fundraising activities proposed. The relevant permission/licence will be approved before the fundraising commences

Quarterly and Year End Accounts

St. Paul's Basketball Club financial year shall run from 1 August to 31 July.

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

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

A statement of annual accounts will be presented by the Treasurer at the AGM.

Annual accounts shall be kept and made available to the Revenue Commissioners on request.

Equipment, Team Kits, and Sponsorship

Team kits are purchased by players every 2nd year, this payment is included in club membership for that year. It is the responsibility of the player to look after their kit and ensure they wear the correct kit for games/blitzes.

Equipment remains the property of St. Paul's Basketball Club and is held securely in the storage room, all coaches have access to all equipment and any fault with equipment is to be reported immediately to the Club Risk Assessment Officer.

Sponsorship of clothing, equipment, prizes or otherwise requires the agreement of the Committee. Money collected under the auspices of St. Paul's Basketball Club remains the property of the club and as such falls under the requirements of this policy.

Hire Of Premises For Training And Games

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 agree with the coaches and committee at the start of the season

The home venues of St. Paul's Basketball Club are currently Killarney Sports and Leisure Centre, Kilcummin School Hall and Killarney Community College

CLUB CODE OF CONDUCT

WHAT WE EXPECT FROM OUR PLAYERS:

- Respect all coaches, mentors, referees
- Respect for fellow players
- Support all team members whether they do well or not so well
- Correct attire to be worn for training and games e.g. trainers, no tops with open zips etc.
- Represent St. Paul's Basketball Club with pride and dignity
- Be gracious in defeat and modest in victory
- Inform trainer when unavailable for training or games
- Take due care of club equipment

WHAT PLAYERS CAN EXPECT FROM ST. PAUL'S BASKETBALL CLUB:

- Be safe and feel safe
- Have fun and experience a sense of enjoyment and fulfillment
- Be treated with respect, dignity and sensitivity
- Comments and suggestions made in a constructive manner
- Appropriate confidentiality
- To participate in games and competitions at a level at which they feel comfortable
- Be listened to
- Make their concerns known and have them dealt with in an appropriate manner
- Be protected from abuse – both physical and verbal

PLAYERS SHOULD NOT:

- Cheat – always play by the rules and to the best of their ability
- Shout at, argue or use violence against an official, team mate or opponent
- Use unfair or bullying tactics to gain advantage or isolate other players
- Spread rumours or bully either verbally or through any social media outlet
- Play or train if they feel unwell or are injured
- Use unacceptable language or racial references

WHAT WE EXPECT FROM OUR SUPPORTERS:

- Upholding the principles of FAIR PLAY and RESPECT for all
- Never ridicule or belittle any player for making a mistake during games or competitions
- Do not coach or give direction from courtside
- Show respect for all players, coaches and officials
- Demonstrate appropriate social behavior by not using foul language or harassing participants, mentors or officials
- Show appreciation for good performance and effort from your club's players

Code of conduct for Coaches

http://sportlomo-userupload.s3.amazonaws.com/uploaded/galleries/638_uploaded/f8a36ba4f8ebf051e7e07c18b898ca2ac2879e69.pdf

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

- Every club member should be aware of the Clubs Complaints Procedure and who to complain to.
- A list of people to whom a complaint can be made should be listed in an appropriate place these people may be both Committee and non-Committee members.
- Anonymous complaints should be discouraged.
- The complainant should be advised that when he/she makes a complaint, that the complaint should be put in writing and that a copy of the complaint will be given to the party being complained about.
- The party about whom the complaint is made should be given a copy of the complaint and asked for their response in writing within a specific time and told that their response will be given to the complainant.
- Both parties should be asked if they wish to have a hearing and if they wish to attend in person or be represented by anyone. If a hearing is called, a date and time for the hearing should be fixed.
- The person or persons to hear the complaint should be notified to the parties.
- If no hearing is required, then the matter can be decided on the basis of the written submissions.
- If a hearing is required, then it should be held. The decision made and the outcome should be communicated to the parties as soon as possible, preferably in writing.
- A record of the decision should be kept by the club.
- If there is an appeal mechanism within the club, then the parties should be advised of their right to appeal.

DISCIPLINARY

- Every club member should be aware of the Clubs Disciplinary Procedures.
- A Disciplinary Board or committee should be set up independent of the Club Committee to deal with all disciplinary matters arising in the club. Members of this board or committee shall be impartial and if any conflict of interest arises, that member, or members, shall withdraw.
- A person accused of misconduct or breach of club rules should have the right to have that accusation put in writing and be entitled to respond in writing if he or she so wishes.
- The Disciplinary Board/Committee can set up a meeting to hear the alleged misconduct or breach of club rules. It should notify the accused party of the date and time of that meeting.
- The accused person will be entitled to be heard and to call evidence or witnesses on his/her behalf.
- The Board/Committee shall be obliged to consider all evidence presented whether written or oral.
- When the Board/Committee has considered the evidence and reached its decision, it shall communicate its decision to the accused party including any penalty it wishes to impose on him/her in writing in accordance with the club rules.
- The accused should be notified of his/her right to appeal in accordance with the club rules.

DISPUTE RESOLUTION

- Every club member should be aware of the clubs Dispute Resolution Procedure.
- If a dispute arises between parties within the club, the dispute should be referred to the club committee to be resolved.

- If the Club Committee cannot resolve the dispute or do not, for any reason, wish to resolve the dispute, they may ask the parties to refer the matter to a mediator to mediate in the dispute.
- If both parties agree, a mediator can be appointed - then the parties shall agree the identity of the mediator. If they fail to agree the identity of the mediator, then the mediator shall be appointed by the club committee.
- The Mediator shall try to mediate a solution to the dispute and provide a solution that is acceptable to all of the parties. If the mediation is successful, then the parties themselves will have resolved the dispute. In that event, the resolution will be confidential as between the parties.
- If the Mediation breaks down, the matter will be referred back to the club committee for a hearing and decision, which will be final subject to any appeal provided for in the clubs rules.
- The decision of the Committee shall be communicated to all parties to the dispute in writing at the same time.

NOTES:

Mediation is a very good way of dealing with matters within clubs and the courts also take a similar view.

It is also advisable that clubs have appeal clauses in their rules whether it be to Basketball Ireland or to the local Area Board or to a body outside of the club as this clause can get disputes resolved outside of the club.

ISSUED BY BASKETBALL IRELAND – FEBRUARY 2019

THE COMMITTEE

The officers of the club will be:

- Chair
- Vice Chair
- Honorary Secretary
- Treasurer
- PRO
- Child Officer
- Other officers as deemed necessary

Officers will be elected annually at the Annual General Meeting.

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

MANAGEMENT COMMITTEE

The management of the club shall be vested in a Management Committee consisting of a Chair, Vice Chair, Secretary and Treasurer, other officers as deemed necessary and three ordinary members.

All members of the Management Committee shall be elected and their services shall be honorary. Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee shall have the power to appoint a new officer if a position becomes vacant during the year, such officer to retire at the end of the year but will be eligible for re-election.

The Management Committee shall have the power to co-opt additional members, such members to resign at the next following Annual General Meeting.

The quorum that is required for business to be agreed at Management Committee meetings will be four including at least one of the four main officers.

The Management Committee will be convened by the Secretary of the club and hold no less than 3 meetings per year.

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

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

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution or for undesirable behaviour or under instruction from the Regional/National Governing Body. The Management Committee will be responsible for taking any action of discipline, suspension or termination of membership following such hearings.

GENERAL MEETINGS

An Annual General Meeting (AGM) shall be held within three months of the end of each year. The Secretary shall give at least 21 days notice of the AGM. Such notice shall state time, venue and the Agenda of business to be transacted.

Notice shall be given by communication sent to each member of the club. Notice sent to a member of a family shall be deemed sufficient notice to the remaining members of that family at the same address.

The Secretary must receive any resolution for consideration at the AGM by 31 December. The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Election of officers, Management Committee members and an auditor is to take place at the AGM. Nominations for officers of the Management Committee must be sent to the Secretary prior to the AGM.

All members, except Associate members and honorary members, have the right to vote at the AGM.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM, and to have any matter placed on the Agenda for any such meeting.

DOCUMENT RETENTION

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

CHANGES AND EDITS

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