



# NAAS SERPENTS BASKETBALL CLUB

## Club Constitution

Sharon Langan  
Club Chairperson

John Lawlor  
Club Treasurer

Dated : 24<sup>th</sup> June 2024

## **TABLE OF CONTENTS**

<b>1</b>	<b>CLUB NAME</b>	<b>2</b>
<b>2</b>	<b>CLUB MISSION STATEMENT:</b>	<b>2</b>
<b>3</b>	<b>OBJECTS CLAUSE</b>	<b>3</b>
<b>4</b>	<b>CLUB BEST PRACTICE</b>	<b>3</b>
<b>5</b>	<b>MEMBERSHIP</b>	<b>4</b>
<b>6</b>	<b>CLUB CODES OF CONDUCT</b>	<b>7</b>
<b>7</b>	<b>DISPUTE RESOLUTION</b>	<b>11</b>
<b>8</b>	<b>COMPLAINTS PROCEDURE</b>	<b>12</b>
<b>9</b>	<b>HEALTH AND SAFETY POLICY</b>	<b>13</b>
<b>10</b>	<b>CHILD PROTECTION POLICY</b>	<b>13</b>
<b>11</b>	<b>CLUB COMMITTEE</b>	<b>14</b>
<b>12</b>	<b>ROLES &amp; RESPONSIBILITIES OF THE CLUB COMMITTEE</b>	<b>16</b>
<b>13</b>	<b>SUB COMMITTEES</b>	<b>18</b>
<b>14</b>	<b>ANNUAL GENERAL MEETING</b>	<b>18</b>
<b>15</b>	<b>EXTRAORDINARY GENERAL MEETING</b>	<b>19</b>
<b>16</b>	<b>FINANCE</b>	<b>20</b>
<b>17</b>	<b>HIRE OF PREMISIS FOR TRAINING</b>	<b>20</b>
<b>18</b>	<b>KEEPING OF ACCOUNTS</b>	<b>21</b>
<b>19</b>	<b>INCOME AND PROPERTY</b>	<b>21</b>
<b>20</b>	<b>WINDING UP</b>	<b>21</b>
<b>21</b>	<b>ADDITIONS, ALTERATIONS or AMENDMENTS</b>	<b>22</b>
<b>22</b>	<b>AMENDMENTS TO THIS CONSTITUTION</b>	<b>22</b>
<b>23</b>	<b>GENERAL ARTICLES</b>	<b>22</b>

# Naas Serpents Basketball Club



## Club Constitution

### 1 CLUB NAME

The club name is Naas Serpents Basketball Club (hereafter referred to as NSBC) and the club logo is as defined at the top of this page. Club kit primary colours are blue with white, white will be used as a secondary colour.

NSBC's head office will be c/o the appointed Club Treasurer.

### 2 CLUB MISSION STATEMENT:

Our Mission is to provide a fun, safe and accessible environment to persons who wish to participate in the game of basketball, regardless of ability, race, religion or gender. We aim to cater for young people and help them, through their participation in basketball, to learn new life skills, make friends and experience life in a way that can enhance their personal growth, throughout their lives.

As a local, growing and volunteer led club we will continue promoting, increasing participation and elevating basketball in our community and outside at all levels while ensuring all participants compete and develop in a safe, inclusive and welcoming environment.

In pursuing our Mission, we will seek:

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

To strive for success on the field of play and for excellence in all our activities

To encourage, promote, develop and provide an environment of fair play and enjoyment.

To promote the playing of the game from NSBC to International level.

To promote a safe and fun environment at the Club.

To develop Players, Coaches, Team Managers, Table Officials and Referees.

To be committed to the highest standards of sporting behaviour for Players, Coaches, Team Managers, Parents and Supporters.

To administer the funds of NSBC and to ensure that Annual Income is sufficient to meet Annual Operating Costs.

To maintain the rules and regulations of NSBC. These rules will be in accordance with Dublin Ladies Basketball Board (DLBB), Dublin Men's Board (DMBB), Midlands Basketball Board (MABB), Basketball Ireland (BI), Sport Ireland and in line with FIBA regulations.  
To ensure all our members implement NSBC Codes of Ethics and implement good practice for Children's Sport.

### **3 OBJECTS CLAUSE**

- 3.1 NSBC is a not for profit organisation set up is to promote the development and playing of basketball in our Community having regard to the interests of all members.

### **4 CLUB BEST PRACTICE**

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

## **5 MEMBERSHIP**

### **5.1 General**

- 5.1.1 Membership of NSBC shall be open to persons who wish to join in the activities of NSBC subject to ratification of the Club Committee of NSBC.
- 5.1.2 Membership is obtained by completing an application form and paying the annual membership fee as levied by the Club Committee of the NSBC. Where a Parent/Guardian is paying on behalf of a minor that Parent is deemed to be a member.
- 5.1.3 In accepting membership:
  - a) a Member, where applicable their Parent/Guardian(s), agree to support the activities of NSBC through volunteerism, abide by the Constitution of NSBC and the ruling of the Club Committee of NSBC.
  - b) All players, parents, guardians and coaches are agreeing to abide by the codes of conduct as laid down by the club
- 5.1.4 In order to participate in training, games and blitzes, all membership fees must be paid and up to date.
- 5.1.5 NSBC will decide on age and capacity to enrol and participate and may terminate membership at any stage.
- 5.1.6 Membership shall be refused to persons who previously had membership revoked or members currently under suspension as set down in Section 5.6 of this constitution

### **5.2 Membership Definitions**

- 5.2.1 Senior Player: any Player who is 18yrs or over who is registered on a NSBC team in the Senior Section.
- 5.2.2 Juvenile Players: any Player who is under 18yrs and is registered on a NSBC team in the Juvenile Section.
- 5.2.3 Coaches: any Coach or Assistant Coach who are actively coaching and registered by the Club.
- 5.2.4 Team Managers: a volunteer Team Manager (one per team) who deals with the team administration and is registered by the Club.
- 5.2.5 Club Committee members.
- 5.2.6 Non Playing/Non Paying Members: this category facilitates Parents who are volunteering in administrative roles for NSBC i.e. Team Manager, Fundraising Committee.
- 5.2.7 Honorary Members: NSBC may bestow on a person who has made a significant contribution to the development of NSBC, this is at the discretion of the Club Committee,

### **5.3 Membership Fees**

- 5.3.1 A fee to be decided by the Club Committee by 31st August will be paid by all juvenile Players (under 18yrs) to become a Member of NSBC.
- 5.3.2 A fee to be decided by the Club Committee by 31st August will be paid by all Senior Players(over 18yrs) to become a Member of NSBC.
- 5.3.3 The deadline for payment of Membership fees, full/partially fees 31st October of that year
- 5.3.4 Membership fees will only be refunded at the beginning of a season if a player ceases to be a member of the Club

## **5.4 Voting Rights**

- 5.4.1 All Senior Players (over 18yrs) who have paid their membership fees and are registered to play on a NSBC team will have a vote at an EGM or AGM.
- 5.4.2 All those who have a structural role (Coaches, Team Managers, and Non Playing/Non Paying Members) within NSBC will have a vote at the AGM.
- 5.4.3 Parents/Guardians of children under the age of 18 will have a right to vote at the AGM or EGM. One vote will be bestowed on the first child. A maximum of two votes per Family will be permitted at an AGM or EGM. This does not include players over the age of 18 who are recognised as separate to their family in terms of voting rights.
- 5.4.4 All Members, where applicable, must have paid their membership in full three month before any vote, in order to execute their voting rights.

## **5.5 Termination of Membership**

- 5.5.1 If one or more of the conditions below are met, membership will be terminated:
  - (a) the Member concerned gives written notice of resignation to the Club Committee;
  - (b) the Member is two months in arrears in paying the relevant Membership fee (but in such cases the member may be reinstated on payment of the due amount) and the Club Committee shall determine to terminate the membership of NSBC; or
  - (c) The Member concerned is removed from the membership by a resolution of the Club Committee. The Club Committee are not bound to give any reason (but only after notifying the member in writing and considering the matter in the light of any representation written or otherwise which the member concerned puts forward after receiving notice, and which representation shall be made within 14 days of receipt of such notice).

## **5.6 Dismissal of a Member**

- 5.6.1 Any Member found to be placing NSBC in disrepute or disregarding the Constitution will be asked to appear before an EGM of NSBC.
- 5.6.2 If the accusations are proven then the Club Committee, following a vote at the EGM, has the right to revoke the membership of the person involved.
- 5.6.3 At the said EGM the Club Committee can decided to hand out a fine of up to €1,000 or suspension of any length.

## **5.7 Dismissal Appeal**

- 5.7.1 Any Member wishing to appeal shall do so in writing to the Secretary. The Secretary must receive the appeal within seven days of the notice of the original decision shall then convene a Dismissal Appeals Committee.
- 5.7.2 The Dismissal Appeals Committee shall consist of three persons, none of whom can have a prior involvement in the matter being appealed. They must meet within fourteen days of the date of the receipt of the notice of the appeal.
- 5.7.3 The letter of appeal shall state the reason for the appeal and shall be supported by an appeal fee of €100. The Member appealing shall have the right to be accompanied at the appeal hearing by a person or persons of their choice but all names and details of such person must be included in the letter of appeal. If the appeal is unsuccessful the €100 shall be forfeited to the funds of NSBC.
- 5.7.4 All relevant parties shall be notified of the decision of the Dismissal Appeals Committee in

writing by the Secretary within seven days of the hearing. The Member appealing shall have the right to appeal to Basketball Ireland (BI) on any decision made by the Dismissal Appeals Committee, but must be lodged in writing accompanied with BI fee and must notify the NSBC Secretary within seven days of the notification of the appeals decision. The decision of BI shall be final.

## **5.8 Disciplinary Action**

- 5.8.1 In the event of any Member being reported to NSBC for an alleged breach of the Rules and/or Constitution, or misconduct which is alleged to have brought the game into disrepute, the Club Committee shall refer the matter to the Disciplinary Sub Committee to investigate and adjudicate. The Club Committee should receive any reports of alleged breach of the Rules and/or Constitution, or misconduct which is alleged to have brought the game into disrepute within 7 days of the incident.
- 5.8.2 If after fully investigating the alleged breach the allegation is proven, the Disciplinary Sub Committee shall have the authority to expel or suspend the offending member, or to deal with the matter in a manner that is deemed fit.
- 5.8.3 Any Member found guilty by the Disciplinary Sub Committee shall have the right to appeal.

## **5.9 Disciplinary Sub Committee**

- 5.9.1 Where required a Disciplinary Sub Committee will be convened by the Club Committee
- 5.9.2 The Disciplinary Sub Committee is independent of the Club Committee and is authorised to deal with all disciplinary matters arising in the club.
- 5.9.3 The Disciplinary Sub Committee shall consist of three persons and all Members of this committee shall be impartial, if any conflict of interest arises, that member, or members, shall withdraw and a replacement appointed.
- 5.9.4 A Member 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.
- 5.9.5 The Disciplinary Sub Committee can set up a meeting to hear the alleged misconduct or breach of club rules. It shall notify the accused Member of the date and time of that meeting.
- 5.9.6 The accused Member will be entitled to be heard and to call evidence or witnesses on his/her behalf.
- 5.9.7 The Disciplinary Sub Committee shall be obliged to consider all evidence presented whether written or oral.
- 5.9.8 When the Disciplinary Sub Committee has considered the evidence and reached its decision, it shall communicate its decision to the Club Committee, the accused Member including any penalty it wishes to impose on him/her in writing in accordance with the club rules.
- 5.9.9 The accused Member shall have the right to appeal to BI on any decision made by the Disciplinary Sub Committee, but such appeal must be lodged in writing accompanied with BI fee and the accused Member must notify the NSBC Secretary within seven days of the notification of the Disciplinary Committee decision.
- 5.9.10 The decision of BI shall be final.

## **6 CLUB CODES OF CONDUCT**

### **6.1 Code of Conduct for Children**

- 6.1.1 Naas Serpents Basketball Club wishes to provide the best possible environment for all young people involved in the sport.
- 6.1.2 Young players at this club deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind.
- 6.1.3 These young players have rights, which must be respected and responsibilities which they must accept, including the responsibility of treating Coaches and other young players with fairness and respect.

#### **Young Players are entitled to:**

- Be happy, have fun and enjoy our sport.
- Be listened to and allowed to reply.
- Be treated with dignity, sensitivity and respect.
- Be safe and feel safe.
- Know who to go to if they feel unsafe.
- Say no to something that makes them feel uncomfortable.
- Get help against bullies.
- Be treated fairly by everyone and have the support of the adults within the sport.
- Have a voice in the club.
- Train and experience competition at a level that is suitable to their age and development.

#### **Young Players should always:**

- Treat all coaches, managers, selectors, club and tournament organisers and officials with respect.
- Abide by the rules set down by team managers when traveling to away events.
- Keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Be friendly and particularly welcoming to new members.
- Behave in a manner that avoids bringing the game of Basketball or the Club into disrepute.
- Play fairly at all times, do their best.
- Refrain from bullying or persistent use of rough and dangerous play
- Be supportive and committed to other team members, even when things go wrong, offer comfort when required.
- Respect opponents, be gracious in victory or defeat.
- Keep within the defined boundary or the playing/coaching area
- Wear suitable kit – Club Jersey, Club Shorts, Basketball appropriate footwear for training and match sessions as agreed with the coach/team manager
- Behave and listen to all instructions from the coach. Play within the rules and respect the official and their decisions.
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using technologies like social media or texting.



- Respect the rights, dignity of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Take care of any equipment owned by the club
- Challenge or report, bullying, inappropriate behaviour or risky situations to team manager or club child welfare officer.

#### **Young Players should never:**

- Cheat or allow others to force you to cheat.
- Get involved in inappropriate peer pressure and push others into doing something they do not want to do.
- Use violence or physical contact that is not allowed within the rules.
- Use abusive language, shout or argue with officials, coaches, selectors, team mates or opponents.
- Harm team members, opponents or property.
- Bully or use bullying tactics to isolate another player.
- Use unfair or bullying tactics to gain advantage on or off the court.
- Pass on gossip or spread rumours about another player or adult.
- Keep information secret, especially if they or others have been caused harm
- Take banned substances.
- Smoke, vape, take drugs or alcohol on club premises or whilst representing the club at competitions.
- Use phones during training or matches without express permission of coach or team manager.

## **6.2 Code of Conduct for Parents/Guardians**

6.2.1 NSBC believe that Parents/Guardians fulfil an important role in the club and as such have rights and responsibilities in relation to their Children

#### **Parents/Guardians have the right to:**

- Know their child is safe
- Be informed of problems or concerns in relation 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.

#### **Parents/Guardians are expected to :**

- Consider being a working member of the club by volunteering to help with the running of the club. This is especially important to help comply with the Strict Guidelines of Child Protection and includes supervision at training sessions, match days and blitzes
- Understand and ensure your child/children abide by the Codes of Conduct for Young Players at the club.

- Be a role model for your child and maintain the highest standards of conduct when interacting with children, other parents, officials and organisers.
- Ensure that a child is properly and adequately attired for the weather of the time, including shorts, shirt, socks, tracksuit, sweat tops, hat, gloves, water bottles, sun cream etc.
- Ensure that proper footwear and protective equipment are worn at ALL times in accordance with Health and Safety Regulations. Any child not in possession of the fundamental requirements will not be permitted to participate.
- Always behave responsibly and do not seek to unfairly affect the game / player on the court.
- Take care not to expose any young player, intentionally or unintentionally, to embarrassment or disparagement by the use of flippant or sarcastic remarks.
- Always recognise the value and importance of the volunteers who provide sporting/recreational opportunities for your child.
- Raise any concerns with the Team Manager at an appropriate time and manner, and not in front of young People.
- Encourage your child to play by the rules and teach them that they can only do their best
- Set a good example by applauding good play on both sides and encourage mutual respect for team-mates and opponents.
- Support all efforts to remove abusive and bullying behaviour in all its forms.
- Have an understanding of the complaints process and follow the proper procedure with the knowledge that any complaint will be dealt with effectively and in absolute confidence.
- Respect and abide by the decisions made by the committee, managers and coaches as they will be made with the best interest of the children and the club.
- Detail any health concerns or medical conditions pertaining to the child on the consent form, in particular breathing or health conditions. Any changes in the state of a Childs health should be reported to the coach prior to coaching sessions or matches
- Provide all necessary emergency contact details.
- Ensure that registration fees and membership is paid as per the dates set by the club.
- Deliver and collect Child punctually to and from coaching sessions/matches.

### 6.3 Code of Conduct for Coaches

- 6.3.1 A Coach working with a juvenile team(s) has a duty of care which is more onerous than that of a coach to an adult team though the fundamental principles apply to both.

**Coaches must make every effort to create a SAFE and enjoyable environment for children by:**

- Hold appropriate qualifications required by Basketball Ireland.
- Have completed Garda e-Vetting process.
- Have completed the Safeguarding course.
- Planning and preparing appropriately and “be positive” during sessions.
- Making sure all levels of participation should be enjoyable and fun.
- Prioritising skill development and personal satisfaction over highly structured competition.
- Setting age appropriate and realistic goals.
- Avoiding favouritism - each young player will need attention according to their sporting needs.

- Praising and encouraging effort as well as results.
- Showing respect for all involved, children and adults.
- Ensure activities are suitable for the age and stage of development of young players.
- Ensure young players know and keep the rules of Basketball as appropriate to them.
- Ensure all players are properly registered prior to participating in training / games

**Coaches must recognise and ensure the WELFARE of children by:**

- Not exposing a player to criticism, hostility or sarcasm.
- Never swearing at, ridiculing, shouting unnecessarily or arguing with a young player.
- Being aware of a young players' developmental needs.
- Working in an open environment.
- Ensuring there is adequate supervision.
- Involving and updating parents, especially if a problem has arisen.
- Respecting a young player's sensitivity.
- Never using physical punishment or force.
- Not using verbal or physical punishments or exclusion for mistakes.
- Never enter a dressing room occupied by children of the opposite gender unless:
  - a) Accompanied by at least 1 other adult that has completed the Garda e-Vetting process and holds a valid Safeguarding Certificate.
  - b) At least 1 of the adults is of the same gender as the group occupying the dressing room.
- Cancel a training session where they are the only adult within the facility.

**Coaches in GENERAL should:**

- Act as a role model and promote the positive aspects of sport and of basketball and maintain the highest standards of personal conduct.
- Remember your behaviour to players, other officials and opponents will have an effect on the players in your care.
- Be generous with praise and never ridicule or shout at players for making mistakes or for losing a game
- Be Positive during a session, praise and encourage effort as well as results.
- Plan and prepare appropriately.
- Put the welfare of young players first, strike a balance between this and winning/Results.

**Where possible, coaches/volunteers should avoid:**

- Spending excessive amounts of time with children away from others.
- Taking sessions alone (always employ "Two Deep" supervision).
- Taking children to their homes.
- Taking children on journeys alone in their car.
- Interacting with young players online.
- Do not use any form of punishment or physical force on young players.
- Exert undue influence over a young player in order to obtain personal benefit or reward.

Coaches should familiarise themselves with the Code of Ethics and Good Practice for Children's Sport, Basketball Ireland Code of Conduct and the Basketball Ireland Code of Ethics for Children's Sport and follow the procedures, if they suspect or receive complaints of abuse of any sort and immediately notify the Naas Serpents Basketball Club Child Welfare Officer [cwonaasbasketball@gmail.com](mailto:cwonaasbasketball@gmail.com)

## **7 DISPUTE RESOLUTION**

### **7.1 Dispute**

- 7.1.1 If a dispute arises between parties within the club, the dispute should be referred to the Club Committee to be resolved. A dispute should be brought to the Club Committee within 7 days of such a dispute arising
- 7.1.2 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.
- 7.1.3 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 Committee.
- 7.1.4 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.
- 7.1.5 The decision of the Club Committee shall be communicated to all parties to the dispute in writing at the same time.
- 7.1.6 Any Member shall have the right to appeal a decision of the Club Committee.

### **7.2 Dispute Resolution Appeal**

- 7.2.1 Any Member wishing to appeal a decision made by the Club Committee in accordance with paragraph 7.1 above, shall do so in writing to the Secretary. The Secretary must receive the appeal within seven days of the notice of the original decision shall then convene a Disputes Appeals Committee.
- 7.2.2 The Disputes Appeals Committee shall consist of three persons, none of whom can have a prior involvement in the matter being appealed. They must meet within fourteen days of the date of the receipt of the notice of the appeal.
- 7.2.3 The letter of appeal shall state the reason for the appeal and shall be supported by an appeal fee of €100. The Member appealing shall have the right to be accompanied at the appeal hearing by a person or persons of their choice but all names and details of such person must be included in the letter of appeal. If the appeal is unsuccessful the €100 shall be forfeited to the funds of NSBC.
- 7.2.4 All relevant parties shall be notified of the decision of the Disputes Appeals Committee in writing by the Secretary within seven days of the hearing. The Member appealing shall have the right to appeal to BI on any decision made by Disputes Appeals Committee, but must be lodged in writing accompanied with BI fee and must notify the NSBC Secretary within seven days of the notification of the appeals decision. The decision of BI shall be final.

## **8 COMPLAINTS PROCEDURE**

### **8.1 Complaint**

- 8.1.1 Any complaint which relates to a child protection matter shall be sent directly to the Child Welfare Officer.
- 8.1.2 A complaint (other than a complaint referred to at paragraph 8.1.1 above) can be made to NSBC Secretary. A Complaint should be reported to the NSBC Secretary within 7 days of the incident.
- 8.1.3 Anonymous complaints will not be accepted.
- 8.1.4 Complaint should be put in writing and a copy of the complaint will be given to the party being complained about.
- 8.1.5 The party about whom the complaint is made shall be given a copy of the complaint and will be asked for their response in writing within 20 days and their response will be given to the complainant.
- 8.1.6 Both parties will be asked if they wish to have a hearing with the Club Committee 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 will be fixed by the Club Committee.
- 8.1.7 If no hearing is required, then the matter will be decided on the basis of the written submissions.
- 8.1.8 The decision made and the outcome of any hearing will be communicated to the parties as soon as possible, preferably in writing by the Club Committee.
- 8.1.9 A record of the decision will be kept by NSBC.
- 8.1.10 Any Member shall have the right to appeal a decision of the Club Committee.

### **8.2 Complaints Appeal**

- 8.2.1 Any Member wishing to appeal a decision made by the Club Committee in accordance with paragraph 8.1 above, shall do so in writing to the Secretary. The Secretary must receive the appeal within seven days of the notice of the original decision shall then convene a Complaints Appeals Committee.
- 8.2.2 The Disputes Appeals Committee shall consist of three persons, none of whom can have a prior involvement in the matter being appealed. They must meet within fourteen days of the date of the receipt of the notice of the appeal.
- 8.2.3 The letter of appeal shall state the reason for the appeal and shall be supported by an appeal fee of €100. The Member appealing shall have the right to be accompanied at the appeal hearing by a person or persons of their choice but all names and details of such person must be included in the letter of appeal. If the appeal is unsuccessful the €100 shall be forfeited to the funds of NSBC.
- 8.2.4 All relevant parties shall be notified of the decision of the Disputes Appeals Committee in writing by the Secretary within seven days of the hearing. The Member appealing shall have the right to appeal to BI on any decision made by Complaints Appeals Committee, but must be lodged in writing accompanied with BI fee and must notify the NSBC Secretary within seven days of the notification of the appeals decision. The decision of BI shall be final.

## **9 HEALTH AND SAFETY POLICY**

- 9.1 NSBC is strongly committed to encouraging our members to take part, but the health, well-being and safety of each individual is always our paramount concern. We recommend levels of training dependent on age and ability, and expect our junior athletes to participate within these boundaries.”
- 9.2 To support our Health and Safety policy statement we are committed to the following duties:
- Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club.
  - Create a safe environment by putting health and safety measures in place as identified by the assessment.
  - Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development.
  - Ensure that all members are aware of, understand and follow the club’s health and safety policy.
  - Appoint a competent club member to assist with health and safety responsibilities.
  - Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
  - Provide access to adequate first aid facilities, telephone and qualified first aider at all times.
  - Report any injuries or accidents sustained during any club activity or whilst on the club premises.
  - Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.
- 9.3 Club members have a duty to:
- Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.
  - Co-operate with the club on health and safety issues.
  - Correctly use all equipment provided by the club.
  - Not interfere with or misuse anything provided for your health, safety or welfare.

## **10 CHILD PROTECTION POLICY**

- 10.1 NSBC acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Basketball Ireland requirements.
- 10.2 The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:
- Have a positive and enjoyable experience of sport at NSBC in a safe and child centred environment.
  - Are protected from abuse whilst participating in basketball or outside of the activity.

10.3 NSBC acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare. As part of our safeguarding policy NSBC will:

- Promote and prioritise the safety and wellbeing of children and young people.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Prevent the employment/deployment of unsuitable individuals.
- Ensure robust safeguarding arrangements and procedures are in operation.

10.4 NSBC Coaches will abide by the rules set out in the Code of Conduct for Coaches (6.3)

10.5 The policy and procedures will be widely promoted and are mandatory for everyone involved in NSBC. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

10.6 Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- Changes in legislation and/or government guidance
- As required by Sport Ireland and or Basketball Ireland
- As a result of any other significant change or event (First Review September 2023)

10.7 The Club takes its commitment to this Child Protection Policy very seriously and have two key officer to support this policy and be a point of contact for any Child Welfare Issues.

10.7.1 Child Welfare Officer - Can be contacted via email [cwonaasbasketball@gmail.com](mailto:cwonaasbasketball@gmail.com)

10.7.2 Designated Liaison Person – Can be contacted via email [dlpnaasbasketball@gmail.com](mailto:dlpnaasbasketball@gmail.com)

## **11 CLUB COMMITTEE**

### **11.1 General**

11.1.1 The administration of the NSBC shall be the responsibility of the Club Committee.

11.1.2 Decisions of the Club Committee shall be made by simple majority of those attending the Club committee meeting. The chairperson of the Club Committee meeting shall have a casting vote in the event of a tie.

11.1.3 The voting Members of the Club Committee shall consist of not less than 9 Club Officers (Chairperson, Secretary, Treasurer, Ladies Senior Team Representative, Mens Senior Team

Representative, Public Relations Officer, Child Welfare Officer, Registrar and Designated Liasson Person) and not more than 11 Members (Chairperson, Secretary, Treasurer, Ladies Senior Team Representative, Mens Senior Team Representative, Public Relations Officer, Child Welfare Officer, Registrar, Designated Liasson Person, Inclusion Officer, plus one other).

- 11.1.4 All Club Committee members/Club Officers must be members of the Club
- 11.1.5 From time to time the Club Committee may appoint Non-voting Members to the Club Committee to help in the running of the NSBC, i.e. Technical Director/Gear Coordinator
- 11.1.6 An Club Committee will be elected each year at the Annual General Meeting (AGM). Committee members shall hold office from date of appointment until the next Annual General Meeting. One person may hold no more than two positions of the Club officer at any one time.
- 11.1.7 In the event Club Committee roles remain unfilled after the AGM, the outgoing Club Committee reserve the right, without recourse to the Members, to co-opt Members to fill these roles based on a simple majority vote with the Chairperson having the casting vote.
- 11.1.8 The Club committee shall hold not less than 4 meetings per year.
- 11.1.9 Any Member of the Club Committee absent from three consecutive meetings without an apology formally recorded in the Minutes or a confirmation of leave of absence will forfeit their position on the Club Committee.
- 11.1.10 An outgoing member of the Club committee may be re-elected. Any vacancy on the Club Committee which arises between the Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members
- 11.1.11 Any Club Committee member who wishes to resign their position shall do so in writing by letter, email, WhatsApp or text addressed to the Secretary.
- 11.1.12 All Club Committee reports (including Financial and Sub Committee Reports) should be sent to the Club Committee one week in advance of the scheduled Meeting.
- 11.1.13 A quorum is defined as four voting Club Committee Members.
- 11.1.14 If a quorum is not present within half an hour of the convened meeting time, the meeting will be deferred for one calendar week.
- 11.1.15 Decisions of the Club Committee at meetings should be recorded in the minutes of the meeting.
- 11.1.16 Any member of the Club Committee may call a meeting of the committee by giving not less than 7 days' notice to all the members of the Club Committee.
- 11.1.17 Minutes (hard or soft copy) of all resolutions and proceedings shall be circulated one (1) week after the Club Committee meeting. A soft copy of all Minutes will be kept by the Secretary.

## **11.2 Powers and duties of the Club Committee**

11.2.1 The function of the Club Committee shall include, but shall not be limited to:

- (a) defining policy and development and endeavour that they are carried out;
- (b) making decisions on issues that arise guided by the rules and regulations of the NSBC;
- (c) appointing members to and removing members from Sub Committees as provided for in the Constitution or proposed from time to time;
- (d) keeping the financial position of NSBC under constant review, approving and monitoring budgets; and



- (e) Appointing such Disciplinary and Appeals Committees as required and the appointment of Sub Committees as deemed necessary.
- (f) decide on all questions and disputes arising in respect of any issue concerning Club Rules

## **12 ROLES & RESPONSIBILITIES OF THE CLUB COMMITTEE**

### **12.1 Chairperson**

- 12.1.1 The Chairperson will represent NSBC in the public domain. All correspondence on NSBC's behalf must be done with the approval of the Chairperson and a quorum of the Club Committee. The Chairperson is responsible for the management of the workings of the Club Committee between meetings.
- 12.1.2 The Chairperson will chair meetings of the Club Committee; lead on the Strategic Development of NSBC; where appropriate, be involved in coordinating NSBC activities and present in conjunction with the Secretary and Treasurer the Annual Report & Accounts at the AGM.

### **12.2 Secretary**

- 12.2.1 The Secretary will be the first point of contact for NSBC and will conduct all correspondence for and on behalf of NSBC with BI and any other bodies governing basketball.
- 12.2.2 The Secretary is responsible for the organisation and efficient running of the basketball activities with the assistance of the Club Committee.
- 12.2.3 The Secretary will obtain agreement on, prepare and distribute agendas for all Club Committee meetings, AGM and/or EGM in addition to taking the minutes at said meetings

### **12.3 Treasurer**

- 12.3.1 The Treasurer will maintain a record of all income and expenditure of NSBC, prepare grant applications and ensure all expenditure is in accordance with NSBC objectives.
- 12.3.2 The Club Committee is responsible for the preparation of the Annual Budget during the Off Season and the Treasurer is required to validate said Budget prior to Club Committee approval.
- 12.3.3 The Treasurer will provide a financial summary report to the Club Committee one (1) week ahead of each Club Committee meeting and prepare end of year accounts to be presented to the AGM - to include an income and expenditure account.
- 12.3.4 All NSBC expenditure, must have the prior approval of the Treasurer who shall refer the matter to the Chairperson/Secretary if an Club Committee meeting is not taking place. If this approval is not granted any Member who has incurred expenditure without prior authorization, will not be reimbursed.

### **12.4 Public Relations Officer**

- 12.4.1 The Public Relations Officer (PRO) will be responsible for development and implementation of NSBC Communications Strategy and for all publicity relating to NSBC through the various different communication mediums to promote the benefits of the Club and the achievements of its Members at Club, School/College, County and International levels.
- 12.4.2 The PRO is responsible for liaising with the media, controlling the content presented

through Social Media, maintaining NSBC website content to ensure it is current and relevant.

12.4.3 In addition the PRO is responsible for the promotion of all NSBC events/activities.

## **12.5 Child Welfare Officer**

12.5.1 The Child Welfare Officer is an independent role of the Club Committee.

12.5.2 The Child Welfare Officer is responsible for:

- (a) being familiar with current Child Protection Legislation;
- (b) ensuring that NSBC is implementing BI's Child Welfare and Protection in Sport Strategy;
- (c) ensuring that ALL Members are aware of and understand the NSBC Child Protection Procedures;
- (d) ensuring that Code of Ethics for Players, Coaches, Volunteers and Parents are complied with; and
- (e) In the event of a complaint in relation to a child protection matter, ensure that the complaint's procedures are met and followed through to the final decision.

## **12.6 Designated Liaison Person**

12.6.1 Designated Liaison Person (DLP): The person who is responsible for reporting allegations or suspicions of child abuse and welfare issues to the Statutory Authorities.

12.6.2 This person will be a resource to anyone in the club who has a child protection or welfare concern. They will work with the Club Children's Officer appointed to act as a resource for children and to represent them at committee level.

12.6.3 The Designated Liaison Person is responsible for:

- (a) ensuring that reporting procedures are followed correctly and promptly and act as a liaison person with other agencies.
- (b) is to be a resource for any club member or young person who has a child protection or welfare concern.
- (c) they will support any person in the club who is considering making a report to Tusla and will liaise with outside agencies where appropriate.

## **12.7 Ladies Senior Team Representative**

12.7.1 The responsibilities of the Ladies Senior Team Representative are to:

- (a) represent the interests of the senior ladies team on the Committee
- (b) co-ordinate attendance for DLBB annual fixture meetings;
- (c) ensure fixtures are maintained and current and regular updates are published to all full members;
- (d) submit all team lists and new players to the registrar for registration with BI and DLBB;
- (e) report all DLBB and team updates at Club Meeting;
- (f) report any incidences occurring within the teams; and

## **12.8 Mens Senior Team Representative**

12.8.1 The responsibilities of the Men's Senior Team Representative are to:

- (a) represent NSBC {or assign nominee} at Dublin Men's Basketball Board (DMBB) meetings as required;
- (b) co-ordinate attendance for DMBB annual fixture meetings;
- (c) ensure fixtures are maintained and current and regular updates are published to all full members;
- (d) submit all team lists and new players to the registrar for registration with BI and DMBB;

- (e) report all DMBB and team updates at Club Committee meetings;
- (f) report any incidences occurring within the teams; and
- (g) compile an annual report for the AGM.

## **12.9 Registrar**

12.9.1 The responsibilities of the Registrar are to:

- (a) ensure NSBC registrations to all boards BI, DLBB, DMBB and MABB (Midlands Area Basketball Board) are completed in a timely manner; and
- (b) register player transfers and closely monitor transfers to ensure all guidelines are applied and all information is correct before sign off with the Club Committee.

## **12.10 Additional Committee Member**

Additional members may be co-opted to assist the committee with projects.

# **13 SUB COMMITTEES**

- 13.1 The Club Committee have the sole right to establish Sub Committees as they see fit, defining their duties however retaining control of all matters they consider to be of importance to the interests of NSBC. A Club Committee member will be appointed Chair to each of the Sub Committees in order to ensure strong leadership and NSBC focus.
- 13.2 Sub Committees vacancies will be filled by co-opting Members where the need arises. This will be done at the discretion of the Club Committee.
- 13.3 All Sub Committees will be chaired by a member of the Club Committee and will consist of a least three (3) but not exceeding eight (8) Members, excluding the Chair. This will ensure strong leadership and NSBC focus.

# **14 ANNUAL GENERAL MEETING**

- 14.1 The AGM will be held after the end of the season and not later than the 31st July.
- 14.2 No person is entitled to vote in more than one capacity.
- 14.3 The quorum for an AGM shall be a minimum of 12 Members and a minimum of 3 sitting Club Committee members.
- 14.4 The following business shall be conducted at the AGM:
  - Welcome, Introductions Apologises
  - Approve the minutes of the previous year's AGM
  - Reports from the Chairperson and Secretary
  - Report from the Treasurer and approve the Annual accounts
  - Receive any sub-committee reports as applicable
  - Election of Club Committee
  - Consider and approve changes to the Clubs' Constitution
  - Deal with any other relevant business
- 14.5 The Chairperson, or in their absence the Secretary, shall Chair the AGM. Each Member in attendance shall have one vote and all resolutions are only passed by a simple majority vote of those present and are entitled to vote. In the event of a tied vote, the Chair shall have the casting vote. The Chairperson has both a deliberate and casting vote at meeting.

- 14.6 The Secretary shall take the minutes of the Annual General Meeting.
- 14.7 Twenty one days' notice shall be given to all Members in advance of the AGM confirming the date, time and venue.
- 14.8 All nominations for the election of members to the Club Committee shall be made in writing by a Proposer and Seconder (both of whom must be existing Club Members) to the Secretary fourteen (14) days before the AGM.
- 14.9 Notice of any resolution to be proposed at the AGM shall be given in writing to the Secretary not less than twenty one days before the Meeting and must be from a voting member of NSBC.
- 14.10 The Secretary shall send to each member, a copy of the resolutions to be proposed at least seven (7) days before the meeting. The agenda outlining proposals, amendments and nominations to be posted on the NSBC website.
- 14.11 In the event of an election for any position on the Club Committee, the vote shall be taken by show of hands at the meeting. Should there be more than two nominees the candidate with the lowest number of votes shall be eliminated until the successful candidate received more than 50% of the vote cast. Only voting Members shall have the right to propose or second motions, or have a right to vote or to be eligible for election to the Club Committee.
- 14.12 All changes in the Constitution of the Board and all resolutions passed at an AGM or EGM shall come into force immediately unless the meeting shall decide otherwise.

## **15 EXTRAORDINARY GENERAL MEETING**

- 15.1 In the event an EGM is deemed necessary by either the Club Committee or through a written request from the NSBC Membership, a minimum of 30 voting members of whom 80% must be present at the meeting to the Club Committee, 14 – 21 days' notice of this meeting will be given to the Members along with an Agenda.
- 15.2 If an EGM is requested by NSBC Members, 80% of NSBC Members who called for the EGM must be in attendance. No business shall be transacted at an EGM other than that which is specified in the notice calling for the meeting circulated in advance. Voting shall be as per AGM.

## **16 FINANCE**

- 16.1 All bank transfers drawn against NSBC funds must be signed by at least two signatories (Chairperson, Secretary or Treasurer), one of whom must be the Treasurer.
- 16.2 All matters of finance shall be left to the discretion of the Club Committee.
- 16.3 The Club Committee, for the time being, shall for all intents and purposes be the legal owners of all trophies, monies and property of NSBC.
- 16.4 All NSBC monies will be banked in an account held in the name of NSBC, in which all monies received shall be lodged within ten working days of receiving same and from which all payments shall be made by cheque or electronic payment when convenient.
- 16.5 The NSBC Treasurer is required to retain all financial records (bank statements and cheque books) for up to seven years after the completion of all transactions to which they relate.
- 16.6 The financial year to begin on the 1st May and to end on the 30th April of the following year. Any monies owed/due to the club to be shown in the accounts and uncashed cheques to be shown. Any monies received/paid after 1 month of the end of year accounts shall be deemed to be included in the following years accounts unless prior notification given.
- 16.7 All fundraising and sponsorship undertaken on behalf of NSBC needs to be approved prior to seeking it by the Club Committee. Such opportunities should be presented through the Fundraising Committee.
- 16.8 A discounted membership fee will be made available for coaches and committee members heavily involved in the club.
- 16.9 Course fees for relevant courses such as Introduction to Coaching, Level 1 Coaching Refereeing and Table Official courses that are being used for the benefit of the club will be reimbursed to members. In order to be considered for reimbursement participation in courses should be approved by in advance by the Treasurer/Secretary. All Claims for reimbursement of expenditure along with appropriate supporting documentation should be submitted to the treasurer as soon as practicable after the expenditure incurred or the course undertaken.
- 16.10 The Club will reimburse members for expenditure on Safeguarding Courses where these are required for relevant roles within the Club.
- 16.11 Equipment and team kits remain the property of NSBC. The kit for each age group will be the responsibility of a designated person.
- 16.12 Money collected under the auspices of NSBC, remain the property of the club

## **17 HIRE OF PREMISIS FOR TRAINING**

- 17.1 The hire of premises for games is the responsibility of the Fixtures Co-Ordinators
- 17.2 The Hire of premises for training and allocation of slots must be agreed with the coaches and committee at the start of the season.

The Home venues of NSBC are currently :

- Naas Community College
- St. Marys College Naas

Venues for training and friendly matches are currently :

- Naas Community College
- St. Marys College Naas
- Naas CBS Secondary School
- Caragh National School
- Pipers Hill College

## 18 KEEPING OF ACCOUNTS

- 18.1 Annual Accounts shall be kept and made available to the Revenue Commissioners on request.
- 18.2 Where the gross annual income exceeds €250,000 the accounts will be audited.

## 19 INCOME AND PROPERTY

- 19.1 The income and property of the Club shall be applied solely towards the promotion of the object as set forth in this Constitution. No portion of the Club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the Club.
- 19.2 No officer shall be appointed to any office of the Club paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Club.

However, nothing shall prevent any payment in good faith by the Club of:

- 19.2.1 reasonable and proper remuneration to any member or servant of the Club (not being an officer) for any services rendered to the Club;
- 19.2.2 interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by an officer or other members of the Club to the Club;
- 19.2.3 reasonable and proper rent for premises demised and let by any member of the Club (including any officer) to the Club;
- 19.2.4 reasonable and proper out-of-pocket expenses incurred by any officer in connection with their attendance to any matter affecting the Club;
- 19.2.5 fees, remuneration or other benefit in money or money's worth to any Company of which an officer may be a member holding not more than one hundredth part of the issued capital of such Company;

## 20 WINDING UP

- 20.1 If upon the winding up or dissolution of the Club there remains, after satisfaction of all debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the Club. Instead, such property shall be given or transferred to some other institution or institutions having objects similar to the objects of the Club.
- 20.2 The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of their income and property among their members to an extent at least as great as is imposed on the Club under or by virtue of the *Income and Property* clause hereof.
- 20.3 Members of the Club shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object.
- 20.4 Final accounts will be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.

## **21 ADDITIONS, ALTERATIONS or AMENDMENTS**

- 21.1 No addition, alteration or amendment shall be made to the provisions of the objects clause 3.1, the income and property clause, the winding up clause, the keeping of accounts clause or this clause of the Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.

## **22 AMENDMENTS TO THIS CONSTITUTION**

- 22.1 Any article in this Constitution can be amended or deleted by a simple majority at the AGM. These amendments shall be proposed to the Secretary at least two weeks before the AGM. As per 21.1 these specific clauses detailed must be approved in writing by the Revenue Commissioners in advance of any vote by the members at AGM

## **23 GENERAL ARTICLES**

- 23.1 In case of any matter which may arise and is not covered by the existing Constitution, the Club Committee shall have the power to decide on the matter and deal with it as they see fit.