



KILKENNY STARS BASKETBALL CLUB

CLUB CONSTITUTION

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1. CLUB MISSION STATEMENT:

“The Mission of our club is to promote the development and playing of basketball in Kilkenny City, to be a uniting force in our region, and to ultimately be a club that competes at the highest level of all National competitions. We will encourage the participation of all sectors of our Community in our sporting and social activities, and to support the development of our members in an environment of sportsmanship, inclusiveness, mutual respect and social responsibility. We also aim to create an ethos of togetherness and an environment where our players can learn to play through mistakes and constantly strive to be better players and better people.”

2. AIMS & OBJECTIVES

In pursuing our Mission, we will:

- 🏀 Provide a safe and fun environment for all within our club.
- 🏀 Respect the dignity of each individual involved in the club, without discrimination as to age, gender, race, religion, sexual orientation, disability, or creed.
- 🏀 Promote a sense of fairness, sportsmanship, and teamwork among our members.
- 🏀 Encourage our members to achieve their full potential.
- 🏀 Strive for success on the court 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.
- 🏀 Uphold and promote the values and standards of Basketball Ireland.
- 🏀 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, and table officials.

3. BEST PRACTICE

To ensure that best practice is being followed, Kilkenny Stars 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 club members attending the AGM.
- 🏀 Appoint and empower a Children’s Officer.
- 🏀 Ensure best practice throughout the club by having available it’s Code of Conduct, including the disciplinary 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 our Mentors, Coaches and Volunteers, as well as parents involved in supervision/training, are vetted to the satisfaction of An Garda Síochána or other relevant bodies.
- 🏀 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

4. 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.

- 🕒 On registration, all players, parents, guardians, coaches and volunteers become members of the club.
- 🕒 On registration, all players, parents, guardians, coaches and volunteers are agreeing to abide by the Codes of Conduct as outlined by Basketball Ireland.
- 🕒 Registration to the club entitles every child to coaching sessions.
- 🕒 In order to participate in training, games and blitzes, all membership fees must be paid and up to date.
- 🕒 The club will decide on the age and capacity to enrol and participate and may terminate membership at any stage.

5. CLUB CODES OF CONDUCT & PROCEDURES

- 🕒 Code of Conduct for Kilkenny Stars Players
- 🕒 Code of Conduct for Kilkenny Stars Coaches & Volunteers
- 🕒 Code of Conduct for Kilkenny Stars Parents
- 🕒 Kilkenny Stars Disciplinary Procedure

6. CHILD PROTECTION POLICY

- 🕒 We abide by the Basketball Ireland Child Safeguarding Policy https://sportlomo-userupload.s3.amazonaws.com/uploaded/galleries/638_uploaded/adbde00cc5c0adf7eecab6630ee7c3d6f57570c8.pdf
- 🕒 Kilkenny Stars Child Safeguarding Statement

7. THE COMMITTEE

- 🕒 The Club Committee should consist of the following members, elected at the Annual General Meeting:
 - 🕒 Executive Committee Members:
 - Chairperson
 - Secretary
 - Treasurer
 - 🕒 Ordinary Committee Members should include the roles of
 - Registrar
 - Venue Co-Ordinator
 - Director of Coaching
 - Children's Officer
 - Designated Liaison Officer

- Public Relations Officer
- Fixtures Secretary
- Area Board Representative(s)
- Equipment Officer
- Fundraising Officer
- ☉ Additional members as required up to a maximum of 20.
- ☉ All Committee members must be members of the club. All Committee members must be registered with Basketball Ireland and must be Garda vetted.
- ☉ Committee members shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions on the committee at any time.
- ☉ The Club Committee shall be responsible for the management of all the affairs of the club.
- ☉ Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting.
- ☉ Meetings of the Club Committee shall be chaired by the Chairperson or in their absence an Executive Committee Member.
- ☉ The Chairperson of the meeting shall have a casting vote in the event of a tie.
- ☉ The quorum for the transaction of business of the Club Committee shall be 6.
- ☉ Decisions from the meetings shall be entered into the Minute Book of the club to be maintained by the Club Secretary.
- ☉ Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee.
- ☉ The Club Committee shall hold not less than six meetings a year.
- ☉ An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between 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.
- ☉ The Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the club rules.

8. FINANCIAL POLICY

8.1 ACCOUNTS

It is the responsibility of the Treasurer to:

- ☉ Prepare year-end accounts for consideration at the AGM.
- ☉ Submit accounts to the committee prior to the AGM.
- ☉ Safely retain all relevant information, bank statements and cheque books for seven years.

8.2 MEMBERSHIP FEES

- ☉ Membership fees will be set annually and agreed by the Committee.
- ☉ Annual fees will be paid as per agreed club payment structures.

8.3 BANK ACCOUNTS

- 🕒 In all instances, no one person should have access to funds in any Kilkenny Stars Basketball Club account. Two nominated signatories i.e. the Treasurer and one other member of the Executive Committee must sign all cheques or approve online payments.
- 🕒 Account signatories must be updated within 2 weeks of the AGM
- 🕒 Any account opened in the name of Kilkenny Stars Basketball Club must be done so with the approval of the Club Committee.

8.4 COACH REMUNERATION POLICY

- 🕒 Kilkenny Stars Basketball Club will reimburse Coaches for the following, upon receipt of a Claim:
 - Basketball Ireland Registration Fees
 - Basketball Ireland Courses: Introduction to Coaching, Level 1 Coaching, Level 2 Coaching, Refereeing and Table Official courses that are being used for the benefit of the club
 - Travel and Overnight Expenses for National Competitions in line with Basketball Ireland travel rates and Civil Service overnight rates.
 Other claims will be considered on a case-by-case basis.
- 🕒 Professional coaching fees can be determined annually by the Executive Committee. Professional coaches are required to submit a detailed record of coaching hours to the Treasurer prior to remuneration.

8.5 FUNDRAISING, EQUIPMENT, TEAM KITS & SPONSORSHIP

- 🕒 Prior approval is required from the Committee in respect of any fundraising activities proposed.
- 🕒 Equipment and team kits remain the property of Kilkenny Stars Basketball Club. The kit for each age group will be the responsibility of the team Manager or Coach. An up-to-date register of all equipment/kits is held by the club.
- 🕒 Sponsorship of clothing, equipment, prizes or otherwise requires the agreement of the Committee.
- 🕒 Money collected under the auspices of Kilkenny Stars Basketball Club, remains the property of the club.

8.6 HIRE OF PREMISES

- 🕒 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 hire of premises is the responsibility of the Venues Co-ordinator.

8.7 DISSOLUTION

- 🕒 In the event of the dissolution of the club, after payment of all outstanding bills, any monies held in the name of the club will be transferred to Basketball Ireland for the promotion of basketball in the South East region.

9. GENERAL MEETINGS

- 🕒 The Annual General Meeting usually fulfils the basic purposes of electing officers and other members of the Committee, of reviewing the Accounts and of considering other matters of importance to the club membership. It also considers changes to the Constitution.
- 🕒 The club shall hold an Annual General Meeting at the end of the season to:
 - Approve the minutes of the previous year's AGM.
 - Receive reports from the Chairperson and Secretary.
 - Receive a report from the Treasurer and approve the Annual Accounts.
 - Elect the Club Committee.
 - Review the Child Safeguarding Statement and update the Risk Assessment.
 - Consider changes to the Constitution.
 - Review and consider any Byelaws.
 - Deal with other relevant business.
- 🕒 Nominations for election of Committee members should be proposed and seconded by existing members of the club.
- 🕒 Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 7 days before the Meeting.
- 🕒 A Special General Meeting (SGM) may be called at any time by the majority of the Committee. 10% of the club members may also call such a meeting. The meeting must take place within 21 days of the Secretary receiving notice of the request. Business at an SGM may be any business that may be transacted at an AGM.
- 🕒 The Secretary shall send to each member at their last known email address written notice of the date of a General Meeting together with the resolutions to be proposed at least 5 days before the Meeting.
- 🕒 The quorum for a General Meeting shall be 15.
- 🕒 The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority.
- 🕒 In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
- 🕒 The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the club.

10. CHANGES & EDITS

- 🕒 The Club Constitution, Codes of Conduct, Procedures and Policies will be reviewed and adjusted and updated where necessary.
- 🕒 Adjustments will be made at an AGM or SGM.