



DUNSHAUGHLIN ROCKETS BASKETBALL CLUB

CONSTITUTION

2021





Constitution

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1. Club Mission Statement



“The Mission of our Club is to promote the development and playing of basketball in our Community, to be a uniting forum in our region, to encourage the participation of all sectors of our Community in our sporting activities, and to support the development of our members to reach their potential in an environment of sportsmanship, inclusiveness, mutual respect and social responsibility.”

In pursuing our Mission, we will:

- Promote the club values of Teamwork, Respect, Enjoyment, Commitment.
- Respect the dignity of each individual involved in the club, without discrimination as to age, gender, race, religion, sexual orientation, disability, or creed.
- Provide a safe and fun environment for all within our club.
- Promote a sense of fairness, sportsmanship, and teamwork among our members.
- 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.
- Provide the best possible facilities for the development of our games.
- Provide support for all who work promoting the games within our Club.
- Have appropriate procedures in place to ensure a special duty of care for the safety and well-being of all our members.
- Seek to enrich the lives of our members and their families.
- Promote a sense of loyalty and pride in our Club and in our region.
- Uphold and promote the values and standards of Basketball Ireland.
- Work closely with schools and other sporting clubs in our region in order to ensure all children in the community can participate in a variety of sporting activities without suffering burnout or injury.
- Educate our volunteers in the sport of basketball by providing opportunities to attend courses and other fora in order to reach their full potential in their field as coaches, referees, table officials, etc.

2. EQUITY STATEMENT

- The club is committed to ensuring that equity is incorporated across all aspects of its development.
- The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.



3. BEST PRACTICE

To ensure the best practice is being followed, Dunshaughlin Rockets 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, for 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 (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 in all club activities.
- 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

- Membership of the Club shall be open to all persons who wish to join in the activities of the club subject to ratification of the Executive Committee of the Club.
- Membership is obtained by completing an application form and paying the annual membership fee as levied by the Executive Committee of the Club.
- In accepting membership, a member where applicable their Parent/Guardian(s), agree to support the activities of the *Club* through volunteerism, abide by the Constitution of the Club and the ruling of the Executive Committee of the *Club*.
- Membership shall be refused to persons who previously had membership revoked or members currently under suspension.
- Members are defined as below:
 - Senior Player: any player who is 18yrs or over who is registered on a *Club* team in the Senior Section.
 - Juvenile Players: any player who is under 18yrs and is registered on a *Club* team in the Juvenile Section.
 - Coaches: any Coach or Assistant Coach.
 - Executive Committee members.



- Non-Playing|Non-Paying Members: this category facilitates all those who are volunteering in supportive roles for the *Club*.
- Membership Fees
 - A fee to be decided by the Executive Committee by the start of each season will be paid by all senior/juvenile Players to become a Member of the *Club*.
 - The deadline for payment of Membership fees is communicated by the Executive Committee each year.
- Voting Rights
 - All Senior Players (over 18yrs) who have paid their membership fees and are registered to play on a *Club* team will have a vote at an EGM or AGM.
 - All those who have a structural role (Coaches, Team Managers, Non-Playing|NonPaying Members) within the *Club* will have a vote at the AGM.
 - 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.
 - All Members, where applicable, must have paid their membership before date communicated by the Executive Committee in order to execute their voting rights.
- Termination of Membership
 - 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 Executive Committee shall determine to terminate the membership of the *Club* *having reviewed each case*.
 - (c) The Member concerned is removed from the membership by a resolution of the Club Committee. The Club Committee will notify the member in writing and consider 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.
- Discipline/Dismissal of a Member
 - All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded by the Secretary and responded to swiftly and appropriately in accordance with Dunshaughlin Rockets Safeguarding Policy. The Child Protection Officer is the lead contact for all members in the event of any safeguarding concerns.
 - All complaints regarding the behaviour of members should be presented and submitted in writing to the Child Protection Officer. All complaints will be dealt with according to Dunshaughlin Rockets Complaints and Appeals Policy.
- In the event of any Member being reported to the *Club* for an alleged breach of the Rules and/or Constitution, or misconduct which is alleged to have brought the game into disrepute, the Executive Committee shall select three persons from the Executive Committee as a Disciplinary Sub Committee, not including any person who has had a prior involvement in the matter, to investigate and adjudicate.
- 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.



- Any Member found guilty by the Disciplinary Sub Committee shall have the right to appeal.

Appeals

- Any Member wishing to appeal Rockets Club decision shall do so in writing to the Secretary. The Secretary must receive the appeal within seven days of the notice of the original decision and shall then convene an Appeals Committee.
- The 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.
- The letter of appeal shall state the reason for the appeal. The Member appealing shall have the right to be accompanied at the appeal hearing by up to 2 people of their choice, but all names and details of such person must be notified in the letter of appeal. All relevant parties shall be notified of the decision of the Appeals Committee in writing by the Secretary within seven days of the hearing.
- If any party is not satisfied with the outcome of an appeal the matter can be referred within 10 days to the North-East Area Board or subsequently Basketball Ireland. However, efforts to resolve any issue at local level should be exhausted before the Governing Body is engaged in attempts to resolve this matter.

Executive Committee

- The Secretary shall send to each member, a copy of the resolutions to be proposed at least seven days before the meeting. The agenda outlining proposals, amendments and nominations to be posted on the *Club* website.
- In the event of an election for any position on the Club Committee, the vote shall be taken by way of a secret ballot. 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.
- 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.
- The new Club Committee shall be elected at the AGM each year
 - The outgoing Club Committee must oversee the work of the incoming Club Committee for a transition period of 6 weeks.
 - The *Club* Coaches will be appointed at the AGM
 - Sub Committees will be defined, and Members appointed at the AGM.
- In the event an EGM is deemed necessary by either the Club Committee or through a written request from the *Club* Membership to the Club Committee, 14 – 21 days notice of this meeting will be given to the Members along with an Agenda.
- If an EGM is requested by the *Club* Members, a majority of 10% of the *Club* Members will be required to attend. 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.



- 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 typically the Parents Representative on the executive committee in relation to supervision at training sessions, match days, and blitzes. Supervision rotas will be organised 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/camps or skills development 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 enrol and participate in blitzes/camps or skills development sessions and may terminate membership of these events at any stage.

5. SAFETY

Dunshaughlin Rockets Basketball Club is fully committed to safeguarding the wellbeing of its members, particularly juvenile members. Every individual in the club should at all times, show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles and policies of Rockets Basketball Club. Member should adhere to the guidelines provided by Basketball Ireland including:

- * Basketball Ireland Code of Ethics for Children in Sport 2013
- * Irish Sport Council; Code of Ethics and Good Practice for Children in Sport
- * Dunshaughlin Rockets Safeguarding Policy.
- * Our Duty of Care, Dept. of Health & Children 2006
- * Children First 2011
- * Withholding of Information Act 2008

6. Safeguarding POLICY

(insert link)

7. FINANCIAL POLICY

- All cheques or payments drawn against *Club* funds must be signed by at least two signatories (Chairperson, Treasurer or Another member of the Club Committee).



- All matters of finance shall be left to the discretion of the Club Committee. The Club Committee, for the time being, shall for all intents and purposes be the legal owners of all trophies, monies and property of the *Club*.
- All *Club* monies will be banked in an account held in the name of the *Club*, in which all monies received shall be lodged as soon as possible and ideally within ten working days of receiving same and from which all payments shall be made by cheque or electronic payment when convenient.
- The *Club* Treasurer is required to retain all financial records for up to seven years after the completion of all transactions to which they relate.
- The financial year to begin on the 1st September **each year** and to end on the 31st August 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.

- **Coach Remuneration Policy**

For coaches who are involved in the club and play on Senior teams their club fees will be waived. Coaches who are involved in the club for 2 consecutive years, club fees for 1 child will be waived. For Junior coaches working within the club, their club fees will be waived by half on the first and totally on the second year. This will be reviewed and changed as required.

- **Courses**

Any course undertaken by a member, with the approval from the Club Committee the fee for these courses such as introduction to Coaching, Level 1 coaching, Refereeing and Table Officials courses, that are being used for the benefit of the club will be paid for by the club.

- **Membership Fees**

Membership fees will be set annually and agreed by the Club Committee or determined at the AGM.

Membership fees will be set to cover member contributions to Basketball Ireland and the North-East Area Board although registering members may not automatically be enrolled in all of these. Fees will be paid annually at registration as specified by the Club Registrar and in line with Basketball Ireland Regulations.

- **Collection of Training Fees**

Fees for additional training sessions/skills session/blitzes will be set as appropriate.

- **Fundraising**

- Prior approval is required from Club Committee in respect of any fundraising activities proposed to benefit the Club or a Club designated activity.
- Any donations/sponsorship must be lodged in Club central fund. Donations/ Sponsorships are considered for the benefit of the whole of the club with the exception of specific donations/sponsorships for particular events or teams.

- **Quarterly and Year End Accounts**



Dunshaughlin Rockets financial year end is 1st September to 31st August It is the responsibility of the Treasurer to:

- Prepare year-end accounts for consideration at the AGM.
 - Submit accounts to the committee prior to AGM.
 - Maintain records of all financial matters for the club
 - Monitor and maintain access to the Club's bank accounts
 - Safely retain all relevant information, bank statements and cheque books for seven years.
- **Equipment, Team Kits and sponsorship**
- Equipment and team kits remain the property of Dunshaughlin Rockets. The kit for each age group will be the responsibility of the coach. At Senior Level members are allocated a kit number and given a kit which remains the responsibility of that player. An up-to-date register of all equipment/kits is held by the Club Team Manager.
 - Sponsorship of all clothing, equipment, prizes or otherwise requires the agreement of the Club Committee.
 - Money collected under the auspices of Dunshaughlin Rockets, remain 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 the premises for training sessions/friendlies/league games etc is the responsibility of the Fixtures Co-ordinator.
 - The hire of the premises for training and allocation of training slots must be agreed with the coaches and committee at the start of the season.
 - The home venue of Dunshaughlin Rockets is currently Dunshaughlin Community Centre.

8. CLUB CODE OF CONDUCT

- Code of Conduct for children

Linked



- Code of Conduct for coaches

Linked

- Code of Conduct Parents/Guardians

Linked

9. COMPLAINTS

In the event of a dispute or a complaint by a member(s)/Club the following is the procedure to follow when reporting concerns.

1. Complaint is received in writing by the Secretary of Rockets and by no others means.
2. The Complaint will be acknowledged by Rockets Secretary to the member/parent concerned within 7 working days of receipt.
3. Anonymous complaints will be discouraged.
4. The party about whom the complaint is made will be given a copy of the complaint by the club secretary. They will be asked for their response in writing again via Rockets Secretary within 7 working days and advised that a copy of their responses will be given to the complainant.
5. 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 for a date and time for the hearing should be fixed by the Club Secretary.
6. When all correspondence is received by the Rockets Committee a decision will be made on whether a review committee is required. If a Review Committee is to be involved the following will take place:-



- i) A Review Committee should be formed consisting of three of the six elected members of the committee.
 - ii) The Review Committee will be given all the correspondences received to date from all parties from the Rockets Secretary. A Chairperson will be elected from the three members to oversee the hearing. The Chairperson will contact the Review committee members and the parties involved on a suitable date/time of the hearing to be fixed. A neutral venue will be arranged.
 - iii) The decision made by the Review Committee and the outcome is to be communicated to Rockets Committee, preferably in writing within 7 days of the meeting. Rockets Committee in turn will inform all of the parties involved within 14 working days of receipt of this information in writing.
7. If no hearing is required then the matter can be decided on the basis of the written submissions to Rockets Committee at the next scheduled meeting.
 8. A record of the decision should be kept by Rockets Club Secretary.
 9. The member(s) have a right to appeal any decisions to an Appeals Committee independent of the Review committee. Any appeal should be made in writing again to Rockets Club Secretary within 14 working days of the decision of the Review committee. The Chairperson of the appeals committee should be a member of Rockets Committee along with two other ordinary members, neither of whom has participated on the Review committee leading to the appeal. As for the Review Committee the same procedures will follow.

Rockets appeals committee has the power to confirm, set aside or change any sanction imposed by the Review Committee.

If following the appeals procedure, the party is not satisfied with the outcome they have the right to raise the matter externally to an appropriate body.



10. THE COMMITTEE

The Club Committee shall consist of the following Club Officers:

1. Chairperson
2. Vice Chairperson
3. Treasurer
4. Secretary
5. Plus, up to 6 other members, elected at an Annual General Meeting to

include

- A Parents Representative
 - A Coaches Representative
-
- The Officers of the Club who shall be honorary (non-paid) shall be the Chairperson, Vice-Chairperson, Treasurer and Secretary.
 - All Committee members must be members of the Club or have direct connections with members such as parents of juvenile players.
 - 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 of Club Officer at any time.
 - The management of all the affairs of the Club shall be the responsibility of the Club Committee.
 - Decisions of the Club Committee shall be made by a 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. Meetings of the Club Committee shall be chaired by the Chairperson or in their absence the Vice Chair. The quorum required for a formal Club Executive Committee meeting is 3 members.
 - Decisions of the Club Committee in 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 four meetings a season during the Playing Season (September- April) and once every six weeks in the Off Season (May-August). A meeting schedule for the forthcoming year will be agreed at the first Executive Committee meeting after the AGM.
 - An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between AGM shall be filled by a member proposed by



one and seconded by another member 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.
- From time to time the Club Committee may appoint non-voting members to the Club Committee to help in the running of the club.
- A Club Committee will be elected each year at the Annual General Meeting (AGM).

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.

- 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 Executive Committee.
- Any Club Committee member who wishes to resign their position shall do so in writing by letter addressed to the Club Secretary.
- 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.
- If a quorum is not present within half an hour of the convened meeting time, the meeting will be deferred for one calendar week.
- Minutes (hard or soft copy) of all resolutions and proceedings shall be circulated one (1) week after the Club Committee meeting.

11. ANNUAL GENERAL MEETING

- The AGM will be held after the end of the season and not later than the 31st September.
- No person is entitled to vote in more than one capacity.
- The quorum for an AGM shall be a minimum of 12 Members and a minimum of 3 sitting Club Committee members.
- The following business shall be conducted at the AGM:
 - Apologies
 - 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
 - Proposals for amendments to the Constitution of the Board motions and recommendations from the members. (*'Motions'* are items that make amendments to the Clubs Constitution and *'Recommendations'* are items that will affect the day-to-day operation of the *Club*.)
 - Election of Executive Committee, Sub Committees and appointment of coaches for coming Season.
- The Chairperson shall Chair the AGM. Each Member in attendance shall have one vote and all resolutions are only passed if there is a $\frac{2}{3}$ majority of those present and are entitled to vote. In the event of a tied vote, the Chair shall have the casting vote.
- The Secretary shall take the minutes of the General Meeting.
- Twenty one days' notice shall be given to all Members in advance of the AGM confirming the date, time and venue.



- All nominations for the election of members to the Club Committee shall be proposed by a member either before or at AGM.
- Notice of any resolution to be proposed at the AGM shall be given in writing to the Secretary not less than seven days before the General Meeting and must be from a voting member of the *Club*.

12. DOCUMENTATION RETENTION

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

13. CHANGES AND EDITS

- The policy will be reviewed and adjusted and updated from time to time and where necessary.
- Minor adjustments may be made at Committee meetings and will be operational and effective until the next AGM or EGM.
- Major adjustments will be made at an AGM or EGM.

These amendments shall be proposed to the Secretary at least two weeks before the AGM.

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.

A resolution to dissolve Dunshaughlin Rockets Basketball Club can only be passed at an AGM or EGM through a majority vote of the membership. In the event of dissolution, any assets of the club that remain will become the property of NEBB.

Review of Constitution every 3 years to reflect any changes within the Club in that period.