



POLICIES AND PROCEDURES

Limerick Lions Basketball Club



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Club Mission Statement:



“The Mission of Limerick Lions is to promote a love of the sport of Basketball in our club. We aim to promote and encourage others to play, be involved and enjoy basketball. Our mission is to enhance the skill development and to allow all players to reach their full potential in an encouraging and supportive environment that is welcoming and inclusive of all.”



Aims and Objectives:

An aim is a purpose, intention, or a desired outcome. Your club may use the below as an example of an aim and can change or edit where you see fit.

In pursuing our Mission, we will:

- 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.
- Work with our venue provider to ensure the best possible facilities for the development of our games.
- Encourage and provide support for all who work promoting the games and managing the Club.
- Have appropriate procedures in place to ensure a special duty of care for the safety and well-being of all our members.
- Aim to keep players enjoying and playing the game well into adulthood.
- Promote a sense of loyalty and pride in our Club and in our region.
- Uphold and promote the values and standards of Basketball Ireland.
- To 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.

- Encourage, support and educate our volunteers by providing opportunities to attend courses and talks in order to reach their full potential in their field as coaches, referees, table official, etc.

Best Practice:

To ensure that best practice is being followed, Limerick Lions 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.
- Appoint a Child Welfare Officer.
- Ensure that all those involved in working with the underage club members have up-to-date Garda vetting and have completed the Safeguarding Children in Sport, Level 1 Course.
- Ensure best practice throughout the club by having available its code of conduct, including the disciplinary, complaints and appeals procedures in operation within the club, to all its members. The club’s code of conduct should be posted on the Limerick Lions website.
- 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.
- 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.
- Children who attend training regularly will be given priority when playing matches.

Conditions of Membership:

- On registration, all players, parents, guardians, and coaches are agreeing to abide by the Codes of Conduct as outlined by Basketball Ireland.
- All parents/guardians are expected to participate in supervision rotas where necessary in order to help us to comply with the strict guidelines of Child Protection which are now passed under legislation. Parents/guardians will be contacted by Club

co-ordinators in relation to supervision at training sessions, match days and blitzes.

Supervision rotas will be organized for each age group.

- Registration to the club entitles every child to a properly run coaching sessions.

Every effort will be made to arrange blitzes or skills 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.

Safety:

Please see Limerick Lions Health and Safety Policy document.

Child Protection Policy:

Please see Limerick Lions child protection policy document

Financial Policy:

Coach Remuneration Policy

Where possible, for coaches and committee members heavily involved in the club, membership fees for their children will be 50% of the total fee due. This will be reviewed on an annual basis and decided on at the AGM.

Courses

Course fees for 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 financed by or reimbursed by the club at the end of the season.

Membership Fees

Membership fees will be set annually and agreed by the committee or determined at the AGM. Membership fees will be set to cover member contributions to Basketball Ireland, The North Munster Area Board, and Cork Area Board, although registering members may not automatically be enrolled in all of these. Membership fees will also cover insurance, venue and equipment hire and entry fees to any tournament or competition.

Fees will be paid annually at registration as dictated by the Club Registrar and in line with Basketball Ireland Regulations.

Membership fees are non-refundable.

Weekly training fees will not apply.

Fundraising

Prior approval is required from the Committee in respect of any fundraising activities proposed.

Quarterly and Year End Accounts

Limerick Lions Basketball Club's financial year end is 31 December.

It is the responsibility of the Treasurer to:

- Prepare year-end accounts for consideration at the AGM.
- Submit accounts to coaches and committee prior to AGM.
- 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 Limerick Lions All members have been allocated a kit number and each kit remains the responsibility of that player. The kit for each age group will be the responsibility of a designated person. 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 Limerick Lions, 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 premises for games is the responsibility of the Fixtures Co-ordinator.
- 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 Limerick Lions are currently St. Clement's Secondary School, Limerick.

Club code of conduct:

Code of conduct for children:

Limerick Lions wishes to provide the best possible environment for all young people involved in the sport. Young players deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. These players have rights, which must be respected, and responsibilities which that they must accept, including the responsibility of treating sports leaders and other participants with fairness and respect.

Children/young people are expected to:

- Be loyal and give their friends a second chance.
- Be friendly and particularly welcoming to new members.
- Be supportive and committed to other team members, offer comfort when required.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Keep within the defined boundary of the playing/coaching area.
- Behave and listen to all instructions from the coach. Play within the rules and respect the official and their decisions.
- Take care of equipment owned by the club.
- All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.

- Refrain from the use of bad language or racial/sectarian references. This includes bullying using technologies like social media or texting.
- Refrain from bullying or persistent use of rough and dangerous play.
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Members must wear suitable kit – **shorts, training top, suitable indoor running shoes or basketball boots** – for training and match sessions, as agreed with the coach/team manager.
- Members must pay any fees for training or events promptly.
- Junior members are not allowed to smoke on club premises or whilst representing the club at competitions.
- Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.
- Show respect to other youth members/leaders and show team spirit.
- Keep themselves safe.
- Report inappropriate behaviour or risky situations for youth members.
- Play fairly and be trustworthy.
- Respect officials and accept decisions.
- Show appropriate loyalty and be gracious in defeat.
- Challenge or report the bullying of your peers.

- Respect opponents.
- Not cheat or be violent/aggressive.
- Not use violence.
- Make your club a **fun** place to be.

Children/Young people have the right to:

- Be safe and happy in their chosen activity.
- Be listened to.
- Be respected and treated fairly.
- Privacy.
- Enjoy your sport in a protective environment.
- Be referred to professional help if needed.
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed.
- Ask for help.
- Any misdemeanours and general misbehaviour will be addressed by the immediate coach and reported verbally to the designated person. Persistent misbehaviour will result in dismissal from the club/sport. Parents will be informed at all stages.

- Dismissals can be appealed by the coach/volunteer with final decisions taken by the club committee or referred to the governing body depending on the disciplinary procedures within the sport

Code of conduct for coaches:

An Official working with a juvenile children's team(s) has a duty of care, which is more onerous than that of a coach to an adult team.

An Official must act as a role model and promote the positive aspects of sport and of basketball and maintain the highest standards of personal conduct.

Limerick Lions Basketball club endeavour to follow the code of conduct for coaches as set out by Basketball Ireland.

(Please follow link below to BI code of conduct for coaches)

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

Code of Conduct – Parents:

Limerick Lions is committed to providing a safe and fair environment for all juvenile young players. Our first priority is the welfare of young players and we are committed to providing an environment, which will allow participants to perform to their best ability, free from bullying and intimidation.

Limerick Lions also has a duty of care for volunteers working with young players on behalf of the club.

Limerick Lions believes that parents should:

- Be a role model for your child and maintain the highest standards of conduct when interacting with children, other parents, officials and organisers
- Encourage your child to play by the rules
- Always behave responsibly on the sidelines and do not seek to unfairly affect the game on court or the player on 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
- Respect referees, coaches, organisers and other players
- Do not publicly question the judgement or honesty of referees, coaches or organisers
- Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship
- Set a good example by applauding good play on both sides
- Encourage mutual respect for team mates and opponents
- Ensure that their children are collected at the appointed times
- Check transport plans and be happy with the arrangements
- Parents should support all efforts to remove abusive and bullying behaviour in all its forms

Parents/Guardians have the right to:

- Know their child is safe.
- Be informed of problems or concerns relating to their children.
- Be informed if their child is injured.
- Have their consent sought for issues such as trips.
- Contribute to decisions within the club.
- Complain if they have concerns about the standard of coaching.

Complaints:

- Basketball Ireland have laid a guidance document for Complaints, Disciplinary and Disputes. You can find this article [HERE](#) or download the document from our Governance tab under the About section on the website.

The Committee

- The Club Committee shall consist of the following Club Officers:
 1. Chairperson,
 2. Secretary,
 3. Treasurer,
 4. Club Registrar
 5. Fixtures Secretary
 6. Child Welfare Officer
 7. Plus, up to 4 other members, elected at an Annual General Meeting.
- The Officers of the Club shall be honorary (non-paid).
- All Committee members must be members of the Club.
- 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 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.

- 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 Secretary.
- The quorum for the transaction of business of the Club Committee shall be three.
- Decisions of the Club Committee of 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 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.

GENERAL MEETINGS

- The Annual General Meeting usually fulfils the basic purposes of electing officers and other members of the Executive 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 in the month of May to:
 1. Approve the minutes of the previous year's AGM.
 2. Receive reports from the Chairperson and Secretary.
 3. Receive a report from the Treasurer and approve the Annual Accounts.
 4. Elect the Executive Committee.
 5. Appoint someone responsible for certifying the Club's accounts.
 6. Fix the subscription for the ensuing year.
 7. Consider changes to the Constitution.
 8. Review and consider any Byelaws.
 9. Deal with other relevant business.
- Nominations for election of members as Club Officers shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM.
- Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 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 address written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.
- The quorum for a General Meeting shall be 5 .

- 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.

Document Retention:

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

Changes & Edits:

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