



# **BASKETBALL ENGLAND - NEW CLUB AFFILIATION**

## **POLICY**

**This document outlines the requirements needed in order to affiliate as a 'club' to Basketball England. The document sets a foundation for all clubs, so that there is a base of governance and structure within through a committee and a constitution.**

**It is recognised by Basketball England that setting up a club can be a daunting and difficult task. As an organisation, we want the sport to grow and clubs to flourish, whilst ensuring high standards of governance and policies are in place to demonstrate the professionalism of basketball clubs. This document outlines the requirement of a 'club' to exist and affiliate with Basketball England so the club are able to access the benefits of affiliation, which includes:**

- **Insurance cover for players, coaches and other club staff**
- **Opportunity to join local leagues and national leagues**
- **Access to officials and referees for matches**
- **Club support through the Relationship and Coordination Management Team**
- **Club resources to help develop your activity**
- **Ability to apply for 'Development Grant' through your Regional Management Committee**

### **Requirement of a Club**

**The below details the requirements of a club to be eligible to affiliate to Basketball England:**

- **Constitution**
- **Chair**
- **Secretary**
- **Treasurer**
- **Club Welfare Officer**
- **Bank account with required signatories**
- **Playing venue**

**Further to this, by the end of first year of affiliation, the club will also need to ensure they have the below policies in place also:**

- **Safeguarding and Welfare Policy**
- **Health and Safety Policy**
- **Equality and Diversity Policy**
- **Data Protection Policy**
- **Code of Ethics and Conduct**

**These will need to be submitted to your Relationship and Coordination Manager prior to affiliation for the following year. Templates of the above documents can be found [here](#) - you can use these to form the basis for your own club documents.**

**These documents will help display the duty of care of your clubs, as well as display the professionalism to other organisations. These documents will be useful in the event of applying for funding grants both locally and nationally.**

### **Process of Affiliation as a New Club**

**The basketball community is a vast network of clubs all over the country. It is important that clubs are created and formed in a way that helps compliment activity locally that is currently taking place (especially if there is none) and does not negatively impact the basketball landscape.**

**Below sets out the process in affiliating as a new club:**

- 1. Ensure that the 'requirement of a club' is fulfilled**
- 2. Complete the online application using the link**
- 3. This information will then be passed to the Regional Management Committee (RMC) for your area**
- 4. The RMC will look over the information given and contact the Club Chair to discuss the application**
- 5. The RMC with the Relationship and Coordination Manager of that region will discuss and decide on whether the club meets the affiliation requirements**
- 6. The club is informed of the decision for affiliation**

**During this process, it is important that a dual responsibility of affiliations lie with both the Regional Management Committee and the Relationship and Coordination Management staff of Basketball England. The RMC have expert local knowledge of the basketball community. The RMC is made up of several volunteers from across the region involved in the sport, whether that be as coaches, players, club committee members and officials. The Relationship and Coordination team are able to ensure that policy wise and infrastructure wise, the club are of a base foundation with the view to develop. The combination of this approach ensures that any decisions made are for the good of the game.**

**Reasons for not allowing affiliation would be:**

- **Club may dilute the strength of established clubs in the area by over saturation**

- **Individual(s) on the committee maybe banned from Basketball England activity**
- **Do not meet the minimum requirement of a club**
- **Prospective playing venue having negative impact on current established club**
- **Does not share the same views and objectives as Basketball England**

### **Appeals**

**If the application for club affiliation has been rejected, there is a right of appeal. This is done through the following method:**

- 1. Within 7 days of the decision, submit in writing your intent to appeal the decision to [support@basketballengland.co.uk](mailto:support@basketballengland.co.uk). In this, include the decision email received and your reasons for appealing the decision**
- 2. This appeal will then be passed to the Senior Relationship and Coordination Manager and the Chair of Basketball England Council for review (Appeals Group). If there is a conflict of interest from these roles, a suitable replacement will be sought (a different Relationship and Coordination Manager and a Chair from a different region)**
- 3. You will be contacted by phone by the appeals group, to discuss your appeal with a view to then email further reasoning for the appeal 3 working days after the phone call**
- 4. Information will be gathered from the initial decision group as to the reason for the rejection**
- 5. Both sets of information will be discussed by the Appeals Group and a decision will be reached**

**It is vital to state that the RMC and the Relationship and Coordination Manager will endeavour to work with the new club to meet the requirements of a club with the aim of approval for affiliation.**

**For support and/or enquiries as a new club, email [support@basketballengland.co.uk](mailto:support@basketballengland.co.uk)**