

PRESTON BASKETBALL CLUB ROLES AND RESPONSIBILITIES

Clubs and their committees can be structured in different ways to meet the demands of their membership.

The following roles and responsibilities have been provided as a guide to some of the area's that the club may want to address through its structure and committee. The nature and number of these roles may change as the club grows and develops.

Each is provided as a basic guide to potential duties and each club should identify its key people and the key roles and evaluate what is needed to ensure the club runs effectively.

The five key Committee roles are as follows:

- Chairperson
- Secretary
- Treasurer
- Head Coach
- Club Safeguarding Officer

CHAIRPERSON

Role Profile

Purpose:

The Chair provides leadership for the committee sets the agenda for meetings and manages meetings in line with the agenda.

The Chair should ensure that issues are properly debated, and an agreement is reached. Some committee members will be better at expressing themselves than others; it is important that the chair welcomes contributions from all members of the committee so that everyone feels involved.

New members of the committee may feel awkward at first. The Chair should welcome all new members, introduce them to the other members and encourage them to play an active part in the discussions at committee meetings.

Occasionally, personality clashes may arise. The Chair should remain impartial, call the meeting to order without upsetting the parties involved, and make sure that the committee's decisions are not hindered in any way.

The Chair needs to work closely with the Treasurer and Secretary to ensure that the club is run effectively.

As a committee officer, the Chair is often one of the people to sign cheques on behalf of the club, normally along with either the Treasurer or Secretary.

Responsibilities:

- Provide leadership
- Sign the approved minutes of the last meeting
- Set the agenda for meetings
- Get to know members of the committee
- Call the meeting to order when it is time
- Agree a date for the next meeting
- Welcome and involve new members
- Close the meeting
- Ask for apologies for absence
- Write the annual report in cooperation with the secretary
- Follow the agenda and manage the meeting
- Sign cheque's for the club with one other committee member

SECRETARY

Role Profile

Purpose:

The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members and between other partners.

The Secretary deals with all the correspondence that the club receives and helps the Chair ensure that committee meetings run smoothly. Building up a good relationship with England Basketball and each of the respective age group/team coaches will help make sure that correspondence is passed onto the relevant party straight away.

As well as dealing with correspondence, following a committee meeting, the Secretary will need to make bookings and other arrangements for events. Confirm arrangements made by telephone in writing (by letter or e-mail). The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report. The Secretary may also be involved in co-signing cheques on behalf of the club.

Responsibilities:

- Deal with correspondence
- Write up the minutes of meetings
- Prepare agendas
- Distribute minutes to all the committee
- Call meetings - giving plenty of notice
- Make meeting & event arrangements
- Keep a record of attendance at meetings
- Take notes during meetings
- Ensure that enough committee members are present to make the meeting quorate (this number is defined in your club constitution)
- Co-sign cheques as required
- Write the annual report with the Chair

TREASURER

Role Profile

Purpose:

A key role for all committee members is to manage and control the funds the club raises. Although all the committee members have equal responsibility for the control and management of club funds the Treasurer plays an important part in helping the committee carry out these duties properly.

The Treasurer should record all income and expenditure. This can be a simple accounts book or a computerised system. The Treasurer should record details of the amounts received and spent and have the details available for every committee meeting plus:

- The balance of funds
- Committed expenditure
- Income, expenditure and profit from each event held

The Treasurer should report on the current financial position at each committee meeting and this should be recorded in the minutes. The report should include an update on funds received and spent since the last report. If the Treasurer is unable to attend a committee meeting, a written report should be sent to the Chair at least one or two days before the meeting. All financial decisions taken should be recorded in the minutes of the meeting. The Treasurer also;

- Liaises with the bank
- Pays money into the bank account and reconciles bank statements
- Advises the bank of agreed changes to the bank mandate, i.e. Those authorised to sign cheques
- Raises and signs cheques with a second committee member co-signing. The person co-signing must see what is being paid for before signing. The treasurer should sign last and keep all original invoices
- Withdraws money to provide a cash float for events

monitors funds held on account and discusses with the bank or building society, the use of higher rate investment accounts. Any decision to use an investment account, including the amount to be put in the account, should be taken by the whole committee.

Responsibilities:

- Maintain the financial records
- Prepare and co-sign cheques as required
- Report income & expenditure at meetings
- Count and bank monies
- Liaise with the bank
- Regular and other payments
- Draw up the annual accounts

HEAD COACH

Role Profile

Purpose:

The main purpose of the Basketball Development Officer is to oversee the development of youth team coaches and teams.

As the Club Basketball Development Officer, it is advisable for you to have an England Basketball Coach accreditation, be CRB checked, to have attended a Safeguarding Children and Protecting Children

Workshop and to have good communication skills. Also attending running sport and other courses is advisable.

Responsibilities:

- Write a Club Development Plan – utilising the knowledge of the local BDO and club committee.
- Meet with County Basketball Development Officer (where appropriate).
- Provide new and enhanced competitive opportunities for club teams
- Co-ordinate the recruitment of junior players
- Co-ordinate the recruitment of coaches / managers for junior sessions and teams
- Assisting/delivering youth sessions
- Organise fixtures for junior teams
- Liaise with schools to recruit junior players
- Liaise with Local Authority Sports Development Unit / Basketball Development Officer to recruit
- Junior players, recommend players to development centre's and county/regional squads, etc.

CLUB SAFEGUARDING OFFICER

Role Profile

Purpose:

The Club Safeguarding Officer (CSO) is a key designated role. It is essential to ensure that the club has someone trained and supported to handle any welfare issue that may arise and all clubs with young people are advised to appoint at least one Club Safeguarding Officer.

Safeguarding involves not only protecting young people, but to educating club members on the latest good practice guidelines and what to do if they have concerns that abuse may be taking place elsewhere in the child's life.

They do not need to be a child protection 'expert' as that is the role of the statutory agencies (Police and Children's Social Care). A club may appoint more than one Club Safeguarding Officer. The Club Safeguarding Officer needs to be supported by their club's management and ideally should have a formal role on the club management committee as safeguarding is everyone's responsibility.

Responsibilities:

- The following are core knowledge, skills and tasks for the role:
- Basketball England's Safeguarding Policies and practices including Code of Ethics & Conducts etc
- Basic knowledge of core legislation, government guidance and national framework for child protection;
- Knowledge of club's role and responsibilities to safeguard the welfare of children and young people
- Basic knowledge of roles and responsibilities of statutory agencies (Children's Social Care, Police and Local Safeguarding Children Boards);
- Understanding of local arrangements and contacts for reporting procedures;
- Basketball's role and responsibilities to safeguard the welfare of children, young people and vulnerable adults
- Familiarisation with Basketball England's and the club's policy and procedures related to safeguarding;
- Awareness of equality issues and safeguarding;
- Basic knowledge of the different forms of abuse that can occur and how abusers target and 'groom' organisations to abuse children and vulnerable adults.