

# CONSTITUTION OF OXFORD UNIVERSITY BASKETBALL CLUB

Last Revision: 16 May 2022

## NAME AND OBJECTS

1. The Club is called the Oxford University Basketball Club (OUBbC). *This is a federal name which incorporates the following teams: the men's first team is known as Men's Blues, and the second team as Men's Twos, and the third team as the Freshmen Team; the women's first team is known as Women's Blues, the second team (if existing) as Women's Twos, and the third team as the Freshers Team (if existing); and the Wheelchair Basketball team.* The Club's objects are the support, development, improvement, and promotion of Basketball in the University of Oxford; and the income and property of the Club shall be applied solely to those objects.

## COMPLIANCE

- a) The Club shall be administered in accordance with the University's Regulations for the Activities and Conduct of Student Members. If the Club has "Blues" status then in relation to that status and issues surrounding the award of Blues and half-Blues, the Club will also abide by the regulations of the Blues Committee.
- b) The activities of the Club will at all times be conducted in accordance with the University's procedures, codes of practice and policies in force from time to time on equality, harassment, freedom of speech and safeguarding (which are available via the University Student Handbook on the University's webpages).
- c) If there is a national governing body for the sport with which the Club is eligible to register, the Club shall effect and maintain such registration: purchase any insurance cover which the national body makes available (unless the Insurance Section of the University's Central Administration and Services agrees to or prescribes other arrangements); and make every effort to comply with all safety procedures which the national body prescribes, or recommends as good practice.
- d) The Club shall ensure that all, paid and unpaid, club administrative and coaching appointments are ratified by the University's Sports Strategy Committee acting through the Sports Department; that all coaches are registered with any relevant national governing body; and that all paid coaches are accredited by such body.
- e) The Club shall observe the Code of Conduct on Safety Measures, ensure compliance with the Code by the members of the Club, and follow an appropriate procedure for risk assessment. Both the Code of Conduct and the procedure for risk assessment must be acceptable to and approved by the Sports Safety Officer. If and for so long as the Club is responsible for organising an inter-college competition, the Code of Conduct shall include guidelines and appropriate generic risk assessments for that competition.

- f) Not less than 21 days before any event or competition which is approved or advertised by the Club as an official event of the Club (other than events already included in the approved Code of Conduct of Safety Matters, and procedure for risk assessment) the Club shall submit to the Proctors an event plan and risk assessment, together with documentary evidence of appropriate insurance cover. The Club shall then observe such conditions as the Proctors may then attach to the running of the event.
- g) No member of the Club shall participate in any activity overseas organized by the Club, whether during term-time or vacation, unless the plans for such activity have been notified at least one calendar month in advance of the date of departure from the United Kingdom to the Director of Sport and approved by the Proctors. Each member participating in such activities overseas shall observe any conditions imposed by the Proctors on the recommendation of the Director of Sport, e.g. relating to the deposit of contact addresses, fulfilment of health, safety and insurance requirements, and stipulation of coaches, trainers or Senior Members to accompany the trip.
- h) The club shall maintain a dedicated website and shall apply details of its web address to the Sports Federation for listing on the University's sports club website. The Club may apply to the University's IT Services to use information technology ('IT') facilities in the name of the Club. Where relevant facilities are allocated by IT Services it is the responsibility of the Club:
  - i. to designate a member of the Club entitled to a University e-mail account (as defined by IT services rules) to act as its IT Officer, whose duties shall include liaising with IT Services about the use of facilities allocated and passing on to the successor in office all records relating to the use of the facilities allocated;
  - ii. to designate one of its members (who may be, but need not necessarily be, the same as its IT Officer) or, exceptionally, a member of Congregation, to act as its principal Webmaster, whose duties shall include maintaining an awareness of the University guidelines on web and social media publishing, and co-ordinating and regulating access to the web facilities used by the Club;
  - iii. to comply with regulations and guidelines relating to the use of IT facilities published from time to time by IT Services;
  - iv. to ensure that everyone responsible under (i)-(iii) is competent to deal with the requirements, where necessary undertaking training under the guidance of IT Services.

## **MEMBERSHIP**

- 2. The members of the Club shall be those who are eligible and apply for membership of the Club, who are admitted to and maintained in membership by the Committee, and who have paid the relevant Club subscription.

3. Subject to paragraph 5, all student members of the University, and all persons whose names are on the University's Register of Visiting Students, shall be eligible to become members of the Club. A member shall continue to be eligible until given permission to supplicate for a degree, diploma or certificate, regardless of any continuing liability to pay fees to the University.
4. If the Club's objects relate directly to a protected characteristic as defined in Section 4 of the Equality Act 2010, the Club may be entitled to restrict membership to members sharing that protected characteristic, provided that the Proctors shall first approve any such restriction.
5. The Committee may also, at its discretion, admit to membership:
  - a) students registered to read for diplomas and certificates in the University;
  - b) student members of Permanent Private Halls who are not student members of the University;
  - c) members of Ruskin College and Ripon College, Cuddesdon;
  - d) members of the Oxford Brookes University, provided that such members shall not constitute more than one-fifth of the total membership; and
  - e) other persons not falling within paragraph 4 above or paragraphs 6(a) to (d) above, provided that such members shall not constitute more than one-fifth of the total membership.
6. The Committee, having specific regard to the Senior Member's advice in relation to the relevant matter, may remove a person from membership if removal of such person from membership is deemed to be in the best interests of the Club. If the person concerned is an Oxford University student (i.e. within paragraphs 6(a), (b) or (c) above), that person may appeal against such removal to the Proctors.

## **MEETINGS OF THE MEMBERS**

7. There shall be an Annual General Meeting for all the members of the Club in Trinity Full Term, convened by the Secretary on not less than fourteen days' notice.
8. The Annual General Meeting will:
  - a) receive the annual report of the Committee for the previous year and the annual accounts of the Club for the previous year, the report and account having been approved by the Committee;
  - b) receive a report from the Committee on the Club's compliance with paragraph 2 above;

- c) elect Members of the Committee in accordance with paragraph 24 below: the Committee's nominations for the Officers and the Senior Member shall be contained in the notice of the Meeting; any alternative nominations must be seconded and have the consent of the nominee, and must be received in writing by the Secretary not less than seven days before the date of the Meeting; nominations for the other Committee Members may be taken from the floor of the meeting;
  - d) consider any motions of which due notice has been given, and any other relevant business.
9. An Extraordinary General Meeting may be called in any Full Term; by the President, the Secretary or the Treasurer on not less than seven days' notice; or on a written requisition by seven or more members, stating the reason for which the meeting is to be called, and delivered to the Secretary not less than fourteen days before the date of the Meeting.
  10. Prior to all General Meetings notice of the agenda shall be sent out with the notice of the Meeting.
  11. The quorum for a General Meeting shall be ten members present in person or by proxy, of whom three must be members of the Committee. When any financial business is to be transacted there must be present the Treasurer, or a member of the Committee deputed by the Treasurer to represent the Treasurer's views to the Meeting (provided that where it is a case of a deputy, the only financial business transacted shall be that which was set out in the agenda accompanying the notice of the Meeting).
  12. Every matter, except where this Constitution provides otherwise, shall be determined by a majority of members present and voting. In the case of equal votes, the President of the Club shall have a casting vote.
  13. Minutes of all meetings shall be kept and formally adopted. Copies of the minutes shall be made available to members and, upon request, to the Proctors.

## **THE COMMITTEE**

14. The affairs of the Club shall be administered by a Committee consisting of not more than twenty persons, which shall determine the subscriptions payable by the members of the Club, and have ultimate responsibility for the activities of the Club. Members of the University shall at all times make up the majority of the members of the Committee. The Committee shall have control of the funds and property of the Club, and of its administration.
15. No member of the Committee (or the Club) shall enter into or purport to enter into any arrangement, contract or transaction on behalf of the Club with a value exceeding £1,000 unless the Committee has resolved to approve the relevant arrangement, contract or transaction at a Committee meeting.

16. The quorum for a Committee meeting shall be four members present in person. When any financial business is to be transacted, there must be present either the Treasurer or a member of the Committee deputed by the Treasurer to represent the Treasurer's views to the meeting.
17. The Committee shall be made up of the President, the Secretary, the Treasurer (together, the "Office Holders"; and their offices are referred to as "the Offices"), the Senior Member and the following other persons: the captain(s) of each representative team, Alumni and Sponsorship Secretary, IT Officer, College League Organiser, Equipment Officer, Welfare Officers(s), and Social Secretary. The President, the Secretary and the Treasurer shall each be either a member of the Club whose eligibility stems from paragraph 4 above or paragraphs 6(a) to (c) above, or (with the approval of the Proctors) a member of Congregation. Where eligibility stems from paragraphs 6(a) to (c) above, the President, the Secretary and the Treasurer must each, on election to office, sign an undertaking to abide by relevant provisions of the University Student Handbook, as directed by the Proctors from time to time, and to accept the authority of the Proctors on Club matters.
18. The President shall have the right to preside at all meetings of the members of the Club and at all meetings of the Committee. Should the President be absent, or decline to take the chair, the Committee shall elect another member of the Committee to chair the meeting.
19. Minutes of all meetings, including Committee meetings, shall be kept and formally adopted. Copies of the minutes shall be made available to members and, upon request, to the Proctors.
20. The Secretary shall:
  - a) maintain a register of the members of the Club, which shall be available for inspection by the Proctors and the Sports Federation on request;
  - b) give notice of meetings of the members and the Committee;
  - c) draw up the agendas for and minutes of those meetings;
  - d) notify the Proctors (through the Director of Sport) promptly following the appointment and resignation or removal of Office Holders and other members of the Committee;
  - e) take responsibility for the operation and updating of a suitable club web-page displaying (at a minimum) current club contacts, the constitution, and the Code of Conduct on Safety Matters and procedure for risk assessment approved from time to time by the Sports Safety Officer under paragraph 2(e) above;
  - f) provide the Sports Federation with full details of any insurance cover purchased from or through a national governing body pursuant to paragraph 2(c) above; and
  - g) inform the Proctors through the Sports Federation if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts (the format of which the Sports Federation may prescribe).

21. The Treasurer shall:

- a) keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices;
- b) develop and implement control procedures to minimise the risk of financial exposure, such procedures to be reviewed annually by the Sports Federation;
- c) ensure that bills are paid and cash is banked in accordance with the procedures developed under (b);
- d) prepare an annual budget for the Club and regularly inform the Committee of progress against that budget;
- e) ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;
- f) seek advice as necessary on tax matters from the University's Finance Division;
- g) develop and maintain a manual of written procedures for all aspects of the Treasurer's responsibilities;
- h) make all records, procedures and accounts available on request to the Senior Member, the Proctors and the Sports Federation;
- i) forward to the Proctors (through the Sports Federation) by the end of the second week of each Full Term in the Club's first year of operation (1 August to 31 July) a copy of the accounts for the preceding term (the format of which the Proctors may prescribe) signed by the Senior Member, for retention on the Proctors' files; and after the first year of operation forward a copy of the signed annual accounts to 31 July as soon as possible after the year end (and in any event no later than the 1 October following the year end); and
- j) if the Club has a turnover in excess of £40,000 in the preceding year, or if owing to a change in the nature or scale of its activities, it may confidently be expected to have such a turnover in the current year, submit its accounts (the format of which the Proctors may prescribe) for independent professional inspection and report by a reporting accountant approved in advance by the Proctors. Accounts are to be ready for inspection within a month after the year end and the costs of the inspection and report shall be borne by the Club. If requested by the reporting accountant, the Club shall submit accounts and related material as a basis for a review of accounting procedures, the cost likewise to be borne by the Club.

22. The Senior Member shall

- a) keep abreast of the actions and activities of the Club;

- b) provide information relating to the Club to the Proctors on request;
  - c) seek to settle any preliminary disputes between the Committee and the members;
  - d) following paragraph 22(i) above, consider whether the accounts of the Club are in order and, if so, sign them;
  - e) ensure that adequate advice and assistance is available to the Secretary and the Treasurer in the performance of their responsibilities under paragraphs 21 and 22 above; and
  - f) be available to represent and speak for the Club in the public forum, and before the University authorities
23. The members of the Committee shall be elected by the members of the Club annually, and shall be eligible for re-election. The members of the Club shall not appoint several individuals jointly to hold any of the Offices, nor allow any individual to hold more than one Office at a time. The members of the Club shall appoint a member of Congregation as the Senior Member when electing other members of the Committee each year provided that a Senior Member who has previously held office as Senior Member for more than five [consecutive] years shall not be eligible for re-appointment. The Senior Member shall be a member of the Committee ex officio.
24. If during the period between the annual elections to offices any vacancies occur amongst the members of Committee, the Committee shall have the power of filling the vacancy or vacancies up to the next Annual General Meeting by co-optation.
25. Each Office Holder must, and shall procure that other Office Holders shall, at the end of any term of Office, promptly hand to the relevant successor in Office (or to another member of the Club nominated by the Committee) all official documents and records belonging to the Club, together with (on request from the Committee) any other property of the Club which may be in the outgoing Office Holder's possession; and must complete any requirements to transfer authority relating to control of the Club's bank accounts, building society accounts, or other financial affairs.
26. Without derogating from its primary responsibility, the Committee may delegate its functions to finance and general purposes and other subcommittees which are made up exclusively of members of the Committee.
27. The Committee shall have power to make regulations and by laws in order to implement the paragraphs of this Constitution, and to settle any disputed points not otherwise provided for in this Constitution. No member of the Committee shall be removed from office except by the approving votes of two thirds of those present in person or by proxy at a General Meeting.

## **INDEMNITY**

28. So far as may be permitted by law, every member of the Committee and every officer of the Club (each a “relevant officer”) shall be entitled to be indemnified out of the Club’s assets against all costs, charges, losses, expenses and liabilities incurred by the relevant officer in the execution or discharge of duties as a relevant officer or the exercise of powers as a relevant officer, or otherwise properly in relation to or in connection with the relevant officer’s duties as a relevant officer. This indemnity extends to any liability incurred by a relevant officer in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by the relevant officer as a relevant officer and in which judgement is given in the relevant officer’s favour (or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on the relevant officer’s part), or in which the relevant officer is acquitted, or in connection with any application under any statute for relief from liability in respect of any such act or omission in which relief is granted to the relevant officer by the Court.
29. So far as may be permitted by law, the Club may purchase and maintain for the benefit of any relevant officer insurance cover against any liability which by virtue of any rule of law may attach to the relevant officer in respect of any negligence, default, breach of duty or breach of trust of which the relevant officer may be guilty in relation to the Club and against all costs, charges, losses and expenses and liabilities incurred by the relevant officer and for which the relevant officer is entitled to be indemnified by the Club by virtue of paragraph 29.

## **DISSOLUTION**

30. The Club may be dissolved at any time by the approving votes of two thirds of those present in person or by proxy at a General Meeting. The Club may also be dissolved (without the need for any resolution of the members) by means of not less than thirty days’ notice from the Proctors to the Secretary of the Club if at any time the Club ceases to be registered with the Proctors.
31. In the event of the Club being dissolved, its assets shall not be distributed amongst the members, but shall be paid to or at the direction of the University for use in support of University Basketball or other sporting activities within the University.

## **INTERPRETATION**

32. Any question about the interpretation of this Constitution shall be settled by the Proctors.
33. This Constitution shall be binding on all members of the Club. No regulation, bylaw or policy of the Club shall be inconsistent with, or shall affect or repeal anything contained in, this Constitution.



## **STANDING ORDERS OF OXFORD UNIVERSITY BASKETBALL CLUB**

The **Standing Orders** of OUBbC are to be read and used in conjunction with the OUBbC Constitution. In resolving matters of conflict between the Standing Orders and the Constitution, the Constitution shall have priority.

### **COMMITTEE DUTIES**

The duties of all Committee members shall include responsible management of the Club, protection of the Club's interests and representation of Club members.

1. In additions to tasks described in the constitution, the **Club President** shall:
  - a) Be responsible for the day-to-day running and oversight of the Club, including its development, and shall be accountable to the Committee.
  - b) Hold overall responsibility for the direction and policy of the Club.
  - c) Oversee fundraising and the Club's development.
  - d) Oversee the clothing and merchandise webshop.
  - e) Oversee relations with alumni.
  - f) Organize the OUBbC stall at freshers' fair.
2. In addition to tasks described in the constitution, the **Club Secretary** shall:
  - a) Provide special assistance to the President in carrying out his/her duties.
  - b) Act as IT Officer if no IT Officer is appointed.
  - c) Register players with Basketball England, at the beginning of the year and through the year upon request from team captains.
3. In addition to tasks described in the constitution, the **Club Treasurer** shall monitor team expenditure and, in conjunction with the President:
  - a) Apply for extra University Grants, and supplementary Grants.
  - b) Ensure payment of subs by all players.
  - c) Ensure payment of monthly clothing and merchandise webshop commission by TeamWorld.
  - d) Encourage players to approach colleges for extra funding.

- e) Respond to any request for extra money from teams.
4. The **Captain** of each respective team shall:
- a) Act as team leader and organiser.
  - b) Deal with purchase and care of uniforms, in conjunction with the Treasurer.
  - c) Ensure payment of transport, referees, and kit through liaison with the Treasurer.
  - d) Oversee scheduling of BUCS and other fixtures with Sports Federation or competition organiser.
  - e) Arrange transport to away games.
  - f) Liaise with the Secretary to ensure all players are registered with the EBBA.
5. The **Social Secretary** shall:
- a) Publicise games and other club events.
  - b) Ensure full and positive press coverage of club activities.
  - c) Organize social events for the club.
  - d) Publicise the clothing and merchandise webshop on the Club's website and social media channels, including offers and new additions, in conjunction with the President, IT Officer, and Equipment Officer.
6. The **IT Officer** shall:
- a) Be responsible for the development and maintenance of the Club's website and social media profile, including game schedules and results.
  - b) Publicise the clothing and merchandise webshop on the Club's website and social media channels, including offers and new additions, in conjunction with the President, Social Secretary, and Equipment Officer.
7. The **Alumni/Sponsorship Secretary** shall:
- a) Ensure the club keeps an up-to-date register of alumni.
  - b) Periodically inform alumni of OUBbC activities, including the Club's clothing and merchandise webshop, ideally by sending a newsletter to alumni by the end of the calendar year.
  - c) Organize an alumni event in Trinity term.

d) Seek out and pursue sponsorship opportunities for the Club.

8. The **College League Officer** shall:

a) Organize college league in Michaelmas and Hilary Terms.

b) Organize cuppers tournaments for men and women in Trinity Term.

c) Be responsible for encouraging participation in basketball within the university among non-club members.

9. The **Equipment Officer** shall:

a) Liaise with the President and Treasurer to book and arrange payment for any external court time required throughout the season.

b) Be responsible for making sure the club adequately maintains all necessary equipment for team practices and fixtures (kit, balls, scoresheets, etc.) and liaise with the President and Treasurer to order any replacements required throughout the season.

c) Liaise with TeamWorld representatives on the development and maintenance of the Club's clothing and merchandise webshop in conjunction with the President, Social Secretary, and IT Officer.

10. The **Welfare Officer(s)** shall:

a) Act as a point of contact for individuals within the club to bring personal, domestic or work-related problems.

b) Offer signposting advice or assistance to these individuals by exploring the issues presented to them.

c) Ensure the confidentiality of club members who wish to approach them with issues. However, in circumstances where an individual is believed to pose a threat to themselves or others, a Welfare Officer may breach confidentiality, escalate matters as they deem appropriate and inform relevant bodies/individuals in order to maintain the safety of the 'at-risk' individual.

d) Aim to attain some level of Welfare/Peer Support Training and Bystander Intervention Training offered by the University, and Mental Health in Sport Workshops run by the Sports Federation after taking office, unless such qualifications have already been attained.

e) Be aware of resources and services offered both by the University and in Oxford to assist with promoting good Student Welfare.

- f) Offer assistance to individuals to the limits of their capabilities or training, and should signpost individuals to more specialist services if it is believed that this would be a more appropriate course of action.
- g) Represent the issues and support for student/member welfare, equality and diversity within the club committee and hold the committee accountable to issues of student welfare and equality opportunity.

## **ELECTIONS**

11. Members of the Committee other than captains and coaches shall be elected at the Annual General Meeting (AGM) in Trinity Term, subject to the following provisions:
- a) Elections are to take place at the latest during the First Week of Trinity Term at the club's AGM. The new Committee shall come into office at midnight on the Saturday of Eighth Week of Trinity Term.
  - b) The outgoing Club President shall act as Returning Officer (RO). He or she, while entitled to vote, shall remain strictly impartial and shall not publicly favour any candidate. Should the outgoing President wish to stand for re-election or for election to any other post, then the Secretary shall chair the election and appoint another club member, not standing for election, to act as RO.
  - c) Members of the outgoing Committee are eligible to stand for election.
  - d) Captains may not stand for election as Officers of the Club.
  - e) Candidates for election shall be nominated and seconded from the floor. Candidates are permitted to nominate themselves. Election shall be by secret ballot. The RO and Secretary shall count the votes. Exact results shall not be publicly announced: if individual candidates wish to have them, however, they shall be available privately.
  - f) All elections are to take place under a two-stage run-off system. The two candidates with the most votes in the first stage progress to a second stage. The candidate with the most votes at the second stage shall be declared the winner. The President shall have a deciding vote in the event of a tie.
  - g) Candidates may produce a manifesto (400-word limit) and shall have the opportunity to give a brief address to the meeting where the election is to be held. No other electioneering of any kind is permitted. The RO may declare anyone breaking this rule ineligible for election with a right of appeal to the Director of Sport.
  - h) The President will be elected first. When the result of this election is known, all other posts shall be opened for nominations. Defeated Presidential candidates shall be eligible for nomination to other posts. If any candidate is nominated for more than one post, the elections for such posts shall be held separately, in an order to be determined by the person chairing the election.

- i) If a position is uncontested, an election may be waived unless there is a move to a vote from the floor.
- j) Any member may hold at most two positions on the Committee. The members of the Club shall not appoint several individuals jointly to hold any of the Offices, nor allow any individual to hold more than one Office at a time.
- k) Where possible, the club should endeavour to ensure that all teams are represented among the Officers and on the Committee.
- l) Ideally, a minimum of two Welfare Officers of different genders will be elected each year. If this is not possible, a single Welfare Officer may be elected.
- m) Any position which remains unfilled after the election, or which becomes vacant more than one month before scheduled elections, may, at the discretion of the Committee, be filled by Presidential appointment.

## **COLLEGE LEAGUE**

12. A men's and women's College League shall run throughout the first two terms, provided that there is a sufficient interest from colleges, subject to the following provisions:
- a) Each college team shall pay a termly fee, to be determined by the Committee in accordance with Sports Federation guidance.
  - b) Blues, Twos, and Freshers players are eligible for the College League; however, only two male Blues players can be on the court during games.
  - c) Male Blues players are unable to transfer colleges to join another team unless they have attempted to create a team at their college of residence and were unsuccessful.
  - d) If a Male Blues player would like to join another college team, the Male Blues player will enter a transfer portal were the College League Officer will be responsible for fairly placing the player at a college that does not have more than one Blues player.
  - e) A Male Blues player can transfer freely to another college team if the player holds a degree from that college or if the college where the player currently attends has previously had a joint team with the college where the player seeks transfer to.
  - f) It shall be the College League Officer's responsibility to administer the league. He or she shall be free to delegate some or all of the organization to staff or other members as appropriate.
  - g) The Committee shall agree on further rules for the conduct of each League competition, and these shall become part of the Standing Orders.

## **CUPPERS**

13. A men's and women's Cuppers shall run during Trinity Term subject to the following provisions:
- a) Each college team shall pay a termly fee, to be determined by the Committee in accordance with Sports Federation guidance.
  - b) Blues, Twos, and Freshers players are eligible for Cuppers; however, however, only two male Blues players can be on the court during games.
  - c) Male Blues players are unable to transfer colleges to join another team unless they have attempted to create a team at their college of residence and were unsuccessful.
  - d) If a Male Blues player would like to join another college team, the Male Blues player will enter a transfer portal were the College League Officer will be responsible for fairly placing the player at a college that does not have more than one Blues player.
  - e) A Male Blues player can transfer freely to another college team if the player holds a degree from that college or if the college where the player currently attends has previously had a joint team with the college where the player seeks transfer to.
  - f) It shall be the College League Officer's responsibility to administer Cuppers. He or she shall be free to delegate some or all of the organisation to staff or other members as appropriate.
  - g) The Committee shall agree further rules for the conduct of each Cuppers competition, and these shall become part of the Standing Orders.

## **COMMITTEE MEETINGS**

14. Committee meetings must be held at least once in each term, as arranged by the President.
15. The Director of Sport or his representative may be invited to any Committee meeting. Any other person may be invited to any Committee meeting at the discretion of the President. Only Committee members shall vote.
16. In the event that any person holds more than one position on the Committee, that person shall have only one vote in Committee meetings. If a single Committee position is held by more than one person, those persons shall be entitled to a single shared vote in respect of that position. Provisions regarding the holding of multiple positions or the sharing of a position between persons are set out under the section entitled 'Elections' above.
17. Items for the agenda shall reach the Secretary not less than 48 hours before a regularly scheduled meeting.
18. Minutes of each Committee meeting shall be sent to Committee members within 48 hours of the meeting concerned.

## COACHING AND TEAM SELECTION

19. Every team that competes in BUCS and/or Varsity games shall have a non-playing coach. If necessary, the wheelchair basketball team may have a playing coach if allowed by the relevant competition regulations and/or Varsity rules, if applicable.
20. The procedure for the appointment of coaches is as follows:
  - a) A subcommittee shall be formed, composed of the following: the captain or a representative of the team for which the coaching appointment is to be made, a representative of the club elected by the Committee, and a representative of the coaching team selected by the coaches. This subcommittee shall be responsible for the open advertising of the position in consultation with the Sports Federation, and for the assessment of candidates.
  - b) The subcommittee shall make a recommendation to the Committee which shall then vote. In the event of disagreement within the subcommittee, the majority opinion of the subcommittee shall be presented to the Committee as the recommendation but an anonymous may also be presented.
21. At the conclusion of each season, the Committee shall review the coaching arrangements for the subsequent season. Each coach may be asked to leave the room when the coach arrangements for their own team are being reviewed. If a majority of Committee members are in agreement, any of the coaching positions may be re-advertised in accordance with the procedures set above for the appointment of coaches. The incumbent coach shall automatically be entered for consideration unless they would prefer otherwise.
22. In the absence of a coach, the Team Captain shall act as coach or appoint another member of the team to do so until a coach can be appointed.
23. The coach, in consultation with the outgoing team captain, shall appoint a Team Captain for the season not later than four days before the first regular game of the season.
24. A playing squad for each team will be selected by the Coach in consultation with the Team Captain after trials held at the beginning of Michaelmas Term. Subsequent additions to the squad may be made by the Coach in consultation with the team captain. The secretary must be notified of all additions.
25. All returning players are expected to attend trials. As the standard of teams can vary from year to year, no returning player is guaranteed a place on the team they played with in the previous year. The following exceptions apply:
  - a) Elected members of the Committee are guaranteed a place on a team, although they may be moved up or down as determined by the decision of the coaches.
  - b) Captains of Blues teams may not be moved down, unless by agreement between themselves and the coach.

- c) If the coach of the Blues team wishes to bring the captain of the Twos team up to the Blues, they may offer a position on the Blues to that player. The player may choose freely between moving up to the Blues and remaining as captain on the Twos.
26. The coach will select the team for each game. The coach shall hold final responsibility for coaching and game strategy. The coach shall meet regularly with the team captain to discuss the management of the team.
27. One member of the club's coaching team shall take responsibility for coordination of coaching across the club in the form of meetings between coaches and the provision of feedback and support between members of the coaching team. This person shall be one of the coaches on the Committee and shall be elected by the non-coaching members of the committee.
28. Additional coaching staff may be appointed at the discretion of the coaching team, in consultation with the club officers.

## **FINANCES**

29. Responsibility for the day-to-day conduct of club finances shall lie with the President and Treasurer, with oversight by the Senior Member. Unbudgeted expenditure in excess of £200 must be decided by a simple majority vote of the committee.
30. Directions for withdrawals from the main OUBbC bank account must be authorised by one of the following people: Club President, Club Treasurer and Club Secretary. The other two people must be notified of the withdrawal within ten days of its occurring.
31. Each team shall have access to funds to pay team expenses.

## **SOCIAL MEDIA**

32. The purpose of the Club's social media accounts are as follows:
- a) The Oxford Men's Basketball Instagram, Facebook, and Twitter accounts are for the professional development of the men's programme, which include the Men's Blues, Men's Twos, and Men's Freshmen teams, and will serve to promote each team's schedules, results, and highlights, as well as advertise the Club's clothing and merchandise webshop.
  - b) The Oxford Women's Basketball Instagram, Facebook, and Twitter accounts are for the professional development of the women's programme, which include the Women's Blues, Women's Twos, and Women's Freshers teams, and will serve to promote each team's schedules, results, and highlights, as well as advertise the Club's clothing and merchandise webshop.
  - c) The Oxford Wheelchair Team's Basketball Instagram and Facebook are for the support, development, improvement, and promotion of wheelchair basketball in the University of Oxford and the wider community.



d) The Oxford Basketball Club's Instagram, Facebook, and Twitter accounts are for the support, development, improvement, and promotion of all Oxford basketball teams in the University of Oxford.

33. The President, in conjunction with the IT Officer and Social Secretary, shall have access to all social media accounts.

34. The Committee shall agree on further changes for the purpose of each social media account, and these additions shall become part of the Standing orders.

### **CLOTHING AND MERCHANDISE WEBSHOP**

35. The purpose of the Club's clothing and merchandise webshop is as follows:

a) The Club's clothing and merchandise webshop is for the generation of income for the Club, the improvement of the range and accessibility of the Club's merchandise, the reduction of administrative burden of the Club's merchandise, and the greater awareness of the Club's brand.

36. The President, in conjunction with the Equipment Officer, Social Secretary, and Equipment Officer, shall manage the development and maintenance of the Club's clothing and merchandise webshop, liaising with TeamWorld representative when necessary.

37. The Committee shall agree on further changes for the purpose of the clothing and merchandise webshop, and these additions shall become part of the standing orders.

38. The Committee shall agree on what clothing and merchandise, including new designs, are for sale on the webshop.

### **AMENDMENTS TO THE STANDING ORDERS**

39. Amendments to the Standing Orders may be made by a simple majority vote at a Committee meeting, and shall be publicised at the next General Meeting of the Club.

### **INTERPRETATION**

40. All members and Officers shall accept the President's interpretation of the Standing Orders.