

# Club development - policies and procedures



British Wheelchair Basketball (BWB) have developed a number of resources to support club development. This resource is aimed at developing your club or sports organisation, with expert knowledge across the organisation, the information provided will assist you in developing your club or sports organisation.

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# Developing your policies

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Having appropriate policies and procedures in place, and communicating these effectively to everyone involved, will play an important role in the running of your club and help to protect club members and officers.

Use the checklist below to ensure you are taking the steps to develop the policies for your club;

- Identify your policy needs
- Research existing policies - there are lots of policy templates available online, organisations to start with include BWB, the CPSU, Ann Craft Trust and Club Matters
- Adapt the policy to suit the needs of your club



Get sign off from your committee

Implement your policy – share it with your members and club staff;

Check the policies effectiveness – develop action plans, survey members, complete impact assessments

Review and update – policies aren't static documents, they should be regularly reviewed and updated to suit the changing needs of your club

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# Policies

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For the benefit of the club network and the individuals participating in wheelchair basketball, British Wheelchair Basketball has already written and confirmed all of the policies that your club should be working to deliver. You can use these as a starting point for your own clubs policies and procedures to save you time, effort and to ensure that your club is aligned with BWB procedures.

## **Safeguarding policy**

We must ensure that everyone participating in wheelchair basketball has a fun, safe and inclusive experience.

[CLICK HERE](#)

### **Data protection policy**

This document explains how we handle, or intend to handle, the personal information you provide us as part of using our website, online systems or by completing forms provided by us:

[CLICK HERE](#)

### **Equal opportunities policy**

The aim of this Policy is to ensure fair and equal treatment and opportunity for all members and users of the BWB's services. BWB will work towards equality of opportunity for all and will devote energy and resources to the achievement of this aim.

[CLICK HERE](#)

### **Disciplinary policy**

The aim of this policy is to provide a clear and robust mechanism for dealing with allegations of breaches.

[CLICK HERE](#)

### **Classification policy**

The aim of this policy is to provide a clear set of principles for how athletes are classified and outline the various classification processes which are key to maintaining the integrity of the sport.

[CLICK HERE](#)

### **BWB policies**

All BWB policies and procedures can be found via this link. It is recommended as a member club you read through all of these and adopt as many you feel represent your club as possible.

[CLICK HERE](#)

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# Codes of conduct

 British Wheelchair Basketball

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In order to establish and maintain an acceptable and quality club culture, standards of behaviour must be upheld by all within the club regardless of their role; committee members, coaching and volunteers, participants and/or spectators.

An important tool to assist you in setting those standards of behaviour are codes of conduct. Ideally, the codes of conduct would have involvement and input by all involved with your club ensuring that they are then 'bought in' to what is being set as the standards expected of them.

Codes of conduct should include:

- Committee Members
- Team Staff (volunteers, coaches, team managers, team followers)
- Participants (adult, junior)
- Parents and Carers
- Spectators

Your club, to go along with your club's code of conduct should have a club constitution in place. A club constitution is a simple document that outlines its functions and the rules under which it will operate. Having a constitution should help to clarify how club procedures work. You should, in an induction pack to each of your members provide them with a copy of your code of conduct and your club constitution.

### **Code of Conduct**

You can find a template code of conduct here, you can use this as a template for your own clubs code of conduct or adopt the whole code of conduct for your club.

[CLICK HERE](#)

### **Club Constitution**

You can find a template club constitution here, you can use this template for your own clubs constitution.

[CLICK HERE](#)

[CONTINUE](#)



# Policies and Procedures - What's next?

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Hopefully you now have the confidence to review your clubs policies and procedures.

For more support with creating these documents, please contact [membership@britishwheelchairbasketball.co.uk](mailto:membership@britishwheelchairbasketball.co.uk) where one of the team will be in touch to support.

Once the documents have been written they will need to be voted on by your club at your next AGM or EGM to approve the documents as official policies, procedures and codes of conducts for your club.

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**You have completed the module, you can click the red exit activity button in the top right hand of the screen to exit.**