

Making a Difference

CLUB DEVELOPMENT HANDBOOK

#ChangingTheGame

Take Responsibility

Be Brave

Work as a Team

Always Improve



Purpose

Effective club development is essential to ensure that your club grows, and your members have an enjoyable and rewarding experience of Scotland's exciting basketball scene. **basketballscotland** acknowledges that managing a basketball club is a complex task and can be challenging. In order to make this process more manageable, this document outlines the main areas in which clubs should aim to develop and the indicators that should be accounted for in order to allow your club to thrive in these areas.

The indicators contained within this document exemplify **basketballscotland**'s values. They urge you to take responsibility for the governance of the club and wellbeing of its members, be brave in taking steps to grow your club and its community, and work as a team to ensure the club and its members are supported to always improve.

If you require help in developing in one of these sections, **basketballscotland** can provide your club with support.

The first section of this document refers to "Effective Management and Leadership". These indicators take priority and should be met before undertaking club activities such as training or competitions.

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Our Club: has Effective Management and Leadership

The club will demonstrate they meet the Minimum Operational Requirements (MOR). The MOR is to ensure the basics of a safe and effectively managed club are in place. It is expected that clubs will have all or most of these requirements in place already. The MORs are detailed below:

Governance

- Has a leadership structure: at least 3 members with defined role descriptors.
- Is affiliated to **basketballscotland**.
- Coaches and players are registered with **basketballscotland**.
- Is adequately insured for liability (covered by **basketballscotland** membership).
- Has a Safeguarding Officer who is appropriately qualified.
- Has an updated safeguarding policy which is reviewed annually.
- Has an approved PVG application process in place to manage PVG applications for all coaches and volunteers working with children and / or protected adults.
- Has a club procedure for responding to concerns about the welfare or abuse of a child or vulnerable adult.
- Has a disciplinary procedure for managing concerns and allegations of poor practice, misconduct and child abuse, and includes provision for referrals to the Children's List.
- Has a club vision and values promoted to club members.
- Has a club code of conduct policy for players/coaches/volunteers and parents.
- Has the following policy documents to support the wellbeing of its members:
 - Grievance procedure
 - Whistleblowing
 - GDPR compliant
 - Equality policy or statement
 - Anti-bullying policy
- Act upon health and safety requirements.
- Has an up-to-date constitution or articles of association.

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Our Club: has Effective Management and Leadership

The club will demonstrate they meet the Minimum Operational Requirements (MOR). The MOR is to ensure the basics of a safe and effectively managed club are in place. It is expected that clubs will have all or most of these requirements in place already. The MORs are detailed below:

People

- Team's coaching lead has a basketball coaching qualification.
- Coach player ratio at sessions does not exceed 1:20.

Organised

- Has a club bank account: 2 signatories with access to online banking.
- Has a detailed cash flow for season.
- Has accounts which are audited or verified on an annual basis.

Sustainable

- Limits long-term outstanding debts.
- Has a clear and transparent pricing structure which is reviewed annually.
- Has a range of funding streams e.g., sponsors

Our Club: Is a Good Place to Play

Clubs create a positive and welcoming environment meaning young people and adults want to continue to participate in basketball. This looks at environment, recruitment and retention.

Suggested indicators are:

- New players join the club membership every season.
- Players stay at the club.
- Coaches make sessions enjoyable and challenging.
- The club provide appropriate opportunities for everyone who wants to play.
- Coaches promote a welcoming, fun and safe environment on and off the court.
- Member's opinions are listened to.
- There is a pathway, or an intention to create a pathway, to allow members to play at all levels.
- The achievements of members are acknowledged in some way e.g., social media, award ceremony etc.
- Parents are involved and contribute to the ethos of the club whenever representing the club.
- Respects the rules of the game and those who uphold them



Our Club: Is Inclusive

This club is committed to providing opportunities for as many as possible. This is likely to involve targeted development to include athletes with disabilities, female basketballers, economically disadvantaged basketballers and any other underrepresented groups and a commitment to provide further opportunities.

Suggested indicators are:

- The club has opportunities for females to play basketball at least once a week.
- The club has opportunities for those with a disability to play basketball at least once a week.
- The club provide support for people who are economically disadvantaged.
- The club intentionally seeks to provide regular inclusive opportunities for those faced with barriers to participating in our sport. This could include people living in an area of high deprivation or minority groups.
- The club considers and provides support for the needs of its members, including their wellbeing.

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Our Club: Develops People

Clubs who develop their people's knowledge and skills to operate effectively on and off the court are giving back to the game. This section recognises the importance of clubs who intentionally develop their people.

We would expect, as a minimum, clubs to be actively developing coaches, referees and table officials.

Suggested indicators are:

- The club have qualified new coaches, table officials and referees every year.
- The club have at least one registered coach per team.
- The club encourages its coaches to undertake development each year.
- The club have a person who leads on coaching/officiating development.
- The club is intentionally contributing to improving lives.
- The club can demonstrate an impact through stories, videos, statistics or case studies.
- The club will support its members to develop skills for learning, life and work.
- The club supports members with their responsibilities and interests outwith the club.
- Senior members acknowledge their responsibility as role models for younger players.



Our Club: Is Engaged in our Community

It is good practice for clubs to engage with partners in the local community to deliver basketball to non-club members.

Positive community engagement is encouraged as it can contribute to a growing club participation. Partnerships with schools, sports hubs and Active Schools, local businesses or other local partners can support this being a success.

Suggested indicators are:

- A positive link is made between the club and local schools.
- The club are engaged with local partners to promote basketball e.g., active schools, higher education/further education, sport development.
- The club can demonstrate a significant reach to people outside of the club.
- The club have capacity to deliver to non-members in the community (have dedicated resource available to deliver during the day).



Our Club: Supports Player Potential

The club and the coaching team are committed to developing technical, tactical, physical and mental skills. This would also include accessing appropriate competitions and supporting athletes to transition to higher levels of the game. The club also recognise the importance of key behaviors throughout the club to drive this success.

Suggested indicators are:

- The club understand and promote skills for life throughout their programmes.
- The club take a planned approach to competition which allows athletes to perform at the appropriate level to maximise potential.
- The club support athletes to develop physically and promotes individual skill development.
- The club have players engaged in Jr.NBA or Regional Academies or other **basketballscotland** programmes.

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