

CONSTITUTION OF OXFORD UNIVERSITY BASKETBALL CLUB

Last Revision: January 24th 2020

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; the women's first team is known as Women's Blues, and the second team (if existing) as Women's Twos; 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.
2. The aims of the club shall be:
 - (i) To run representative University basketball teams.
 - (ii) To run inter-College competitions.
 - (iii) To maintain and improve relations with alumni.
 - (iv) To promote the sport of basketball within the University and to improve participation, interest and skill levels.
 - (v) To maintain full Blue status for both men's and women's first teams.
 - (vi) To ensure representation of all members of OUBbC in the running of the club.

3. COMPLIANCE

- (a) The Club shall be administered in accordance with the regulations for University clubs which are published from time to time in the Proctors' and Assessor's Memorandum ("the Proctors' Memorandum"). At the time of the adoption of this Constitution the Club is designated by the Proctors as an established sport. 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 relevant (Men's or Women's) Blues Committee of the University's Sports Federation.
- (b) The activities of the Club will at all times be conducted in accordance with the following University policies and codes of practice in force from time to time: Integrated Equality Policy, Code of Practice on Harassment and Bullying, and Code of Practice on Freedom of Speech.
- (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 ("the Insurance Section") 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 Club administrative and coaching appointments are ratified by the University's Sports Strategy Committee; 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 Matters which is set out in the Schedule to this Constitution, 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 the University's 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 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 on 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 wish to attach to the running of the event.
- (g) No member of the Club shall participate in any activity overseas organised 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. 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 may apply to Oxford University Computing Services ('OUCS') to use information technology ('IT') facilities in the name of the Club. Where relevant facilities are allocated by OUCS 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 OUCS rules) to act as its IT Officer, whose duties shall include assisting the Secretary with the website referred to in paragraph 16 g) below, liaising with OUCS about the use of facilities allocated and passing on to his or her 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 for Web Information Providers, co-ordinating and regulating access to the web facilities use by the Club, and assisting the Secretary with the website referred to in paragraph 16 (g) below;
 - iii. to comply with regulations and guidelines relating to the use of IT facilities published from time to time by OUCS;
 - iv. to ensure that everyone responsible under i) – iii) is competent to deal with the requirements, where necessary undertaking training under the guidance of OUCS.

MEMBERSHIP

4. 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.
5. 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.
6. All persons who are selected for any OUBbC team in the current season, are members of the University of Oxford, and who have paid any subs set by the Committee, shall automatically be voting members of the Club.
7. Persons who are not members of the University but are selected to play for an OUBbC team shall be eligible to register as members for the current season, at the discretion of the President, in accordance to point 10&11 below.
8. The Senior Member shall be, *ex officio*, a voting member of OUBbC.
9. The coach of each team shall be, *ex officio*, a voting member of OUBbC.
10. 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 he or she is given permission to supplicate for his or her degree, diploma or certificate, regardless of whether or not he or she continues to be liable to pay fees to the University.
11. The Committee may also, at its discretion, admit to associate membership:
 - (a) assistant coaches;
 - (b) students registered to read for diplomas and certificates in the University;
 - (c) student members of Permanent Private Halls who are not student members of the University;
 - (d) members of Ruskin College; Ripon College, Cuddesdon and the Oxford Institute of Legal Practice;
 - (e) members of the Westminster Institute of Oxford Brookes University who are registered to read for degrees or other qualifications validated by the University of Oxford; and
12. Other persons not falling within paragraphs 10, 11(a) to 11(e) above, provided that non-university members shall not constitute more than one-fifth of the total membership. The Committee may, by simple majority, elect an individual to honorary life membership. Life members shall be permitted to attend meetings of the members but shall not have voting rights.

13. Voting membership of the club is restricted to members of the club who are also members of the university, the senior member, and coaches mentioned in paragraph 9. Visiting student members, associate members who are not members of the university, and honorary members shall not have voting rights.
14. The Committee may remove a person from membership for good cause. The person concerned may appeal against such removal to the Senior Member.

MEETINGS OF THE MEMBERS

15. 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 seven days' notice.
16. 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 accounts having been approved by the Committee;
 - (b) receive a report from the Committee on the Club's compliance with paragraphs 2 and 3 above;
 - (c) elect Members of the Committee in accordance with the provisions under "THE COMMITTEE: COMPOSITION AND ELECTION" below. The positions of Officers of the club and Senior Member must be filled at the AGM
 - (d) consider any motions of which due notice has been given, and any other relevant business.
17. 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.
18. Prior to all General Meetings notice of the agenda shall be sent out with the notice of the Meeting.
19. General Meetings shall be chaired by the President. Should the President be absent, or decline to take the chair, the Committee shall elect another member of the Committee to chair the meeting.
20. The quorum for a General Meeting shall be ten voting 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 his or her 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).

THE COMMITTEE: COMPOSITION AND ELECTION

21. 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.

22. The Committee shall be made up of the President, the Secretary, the Treasurer (together, the “Office Holders” or “Officers”; and their offices are referred to as “the Offices”), the Senior Member and the following other persons: the captain of each representative team, the coach of each representative team, Alumni and Sponsorship secretary, IT officer, College League Organiser, Equipment Officer, Welfare Officer(s), and Social Secretary.
23. Each team’s captain shall be selected by the coach of that team, in consultation with the outgoing captain of the team and with the Committee.
24. Coaches shall be appointed in accordance with the provisions under “Coaching and Team Selection”.
25. Members of the committee other than captains and coaches shall be elected at the AGM in Trinity Term, subject to the following provisions:
 - a. Any voting member of the Club may be nominated to stand for election to the Committee. The nomination must be seconded by another member of the Club, and must have the consent of the nominee. An individual may nominate themselves.
 - b. The President, the Secretary and the Treasurer shall each be either a member of the Club whose eligibility stems from paragraphs 10, 11(a-e) above, or (with the approval of the Proctors) a member of Congregation. If his or her eligibility stems from paragraph 11(a-e) above, on election to office he or she must sign an undertaking to abide by the Proctors’ Memorandum, and to accept the authority of the Proctors on Club matters.
 - c. The Senior Member of the Club must be a member of Congregation.
 - d. 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.
 - e. Captains and Coaches may not stand for election as Officers of the Club.
 - f. Members of the outgoing committee are eligible to stand for election.
 - g. 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.
 - h. Where possible, the club should endeavor to ensure that all teams are represented among the Officers and on the Committee.
 - i. 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.

- j. Other directions concerning the conduct of Elections are to be given in the Standing Orders (*item S2*).
26. Each Office Holder must, on relinquishing his or her appointment, promptly hand to his or her 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 his or her 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. No elected member of the Committee shall be removed from office without good cause. Such a removal shall require the approving vote of two-thirds of those present at a general meeting. The member of Committee in question must be afforded the right to attend the meeting so they may hear the case against them and offer a defence. The member of Committee in question may be requested to leave the room for the casting of votes.

THE COMMITTEE: DUTIES

27. The duties of all Committee members shall include responsible management of the Club, protection of the Club's interests and representation of Club members.
28. The President shall be responsible for the day-to-day running and oversight of the Club, including its development, and shall be accountable to the Committee. The President shall have the right to preside at all meetings of members of the Club and at all meetings of the Committee.
29. The Secretary shall:
- a. maintain a register of the members of the Club, which shall be available for inspection by the Proctors on request;
 - b. give notice of meetings to the members and the Committee;
 - c. draw up the minutes of those meetings; and retain a record of them which may be subsequently consulted.
 - 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. advise the Proctors promptly (through the Director of Sport) of any changes in this Constitution;
 - f. notify the Proctors (through the Director of Sport) not later than the end of the second week of every Full Term of the programme of fixtures which has been arranged for that term (e.g. by providing them a copy of the fixture card);
 - g. take responsibility for the operation and updating of a suitable club web-page displaying (at a minimum) current club contact, the constitution, and the Code of Conduct on Safety Matters and procedure for risk assessment approved from time to time by the Safety Officer under paragraph 3(d) above;

- h. provide the Insurance Section with full details of any insurance cover purchased from or through a national governing body pursuant to paragraph 3(b) above;
- i. inform the Proctors 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 Proctors may prescribe.

30. 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 regularly with the University's Internal Audit Section ("Internal Audit");
- 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 responsibility and ensure this is understood by the next Treasurer;
- h. make all records, procedures and accounts available on request to the President, the Senior Member, the Proctor and Internal Audit;
- i. forward to the Proctors (through the Director of Sport) 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 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, subject its accounts for audit by auditors approved in advance by the Proctors. Accounts are to be ready for audit within a month after the year end and the costs of the audit shall be borne by the Club. If requested by the auditors, 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.
- k. keep records, procedures, and accounts for the wheelchair basketball team separate from the rest of the Club.

31. The Senior Member shall:
 - a. hear appeals from removal from membership under paragraph 14 above;
 - b. following paragraph 27(i) above, consider the accounts of the Club and sign them if he or she considers them to be in order;
 - c. ensure that adequate advice and assistance is available to the Secretary and the Treasurer in the performance of their responsibilities under paragraphs 26 and 27 above; and
 - d. be available to represent and speak for the Club in the public forum, and before the Courts of the University and the University authorities.
32. Team Captains shall be responsible for all organisational and playing matters relating to their teams, except that they may nominate a playing captain for some or all games, and without prejudice to items 47-51 concerning the role of the Coach.
33. Other directions concerning the roles and responsibilities of individual committee members are to be given in the Standing Orders (item S1)
34. 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.
35. 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.

COMMITTEE MEETINGS

36. Committee meetings must be held at least once in each term, as arranged by the President.
37. The President shall have the right to chair 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.
38. The quorum for a Committee meeting shall be 5 voting members.
39. 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.
40. In the event that any person holds more than one position on Committee, that person shall have only one vote in Committee meetings. In the event that 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 multiple persons are set out in paragraph 25 above.
41. Items for the agenda shall reach the Secretary not less than 48 hours before a regularly-scheduled meeting.

42. Minutes of each committee meeting shall be sent to committee members within 48 hours of the meeting concerned.

INDEMNITY

43. So far as may be permitted by law, every member of the Committee and every officer of the Club shall be entitled to be indemnified by the Club against all costs, charges, losses, expenses and liabilities incurred by him or her in the execution or discharge of his or her duties or the exercise of his or her powers, or otherwise properly in relation to or in connection with his or her duties. This indemnity extends to any liability incurred by him or her in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by him or her as a member of the Committee or officer of the Club and in which judgement is given in his or her favour (or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on his or her part), or in which he or she 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 him or her by the Court.
44. So far as may be permitted by law, the Club may purchase and maintain for any member of the Committee or officer of the Club insurance cover against any liability which by virtue of any rule of law may attach to him or her in respect of any negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to the Club and against all costs, charges, losses and expenses and liabilities incurred by him or her and for which he or she is entitled to be indemnified by the Club by virtue of paragraph 43.

COACHING AND TEAM SELECTION

45. 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.
46. The procedure for the appointment of coaches is as follows:
- a. In the event that a new coach must be appointed, the appointment should be made in Trinity term preceding the new season.
 - b. A subcommittee shall be formed, composed of: 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 Director of Sport, and for the assessment of candidates.
 - c. 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 dissent may also be presented.

47. 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 coaching 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 provisions in paragraph 46 above. The incumbent coach shall automatically be entered for consideration unless they would prefer otherwise.
48. A coach may only be removed mid-season by a unanimous vote of the Committee, except in the event of gross misconduct in which case the coach may be removed at the discretion of the Director of Sport and President.
49. In the absence of a coach, the Team Captain shall act as coach or appoint another member of the team to do so, until such time as a coach can be appointed.
50. 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.
51. 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.
52. 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.
53. 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.
54. 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.
55. Additional coaching staff may be appointed at the discretion of the coaching team, in consultation with the club officers.

COLLEGE LEAGUE AND CUPPERS

56. OUBbC shall organise and administer Men's and Women's Cuppers basketball competitions, with the aim of increasing participation and improving basketball skill levels throughout the University.
57. OUBbC may organise and administer College League basketball competitions, as determined by interest shown by the Colleges.
58. Other directions concerning the conduct of such competitions are to be given in the Standing Orders (*items S3 and S4*).

FINANCES

59. Responsibility for the day-to-day conduct of club finances shall lie with the President and Club Treasurer, with oversight by the Senior Member. Unbudgeted expenditure in excess of £200 must be decided by a simple majority vote of the committee.
60. 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.
61. Each team shall have access to funds to pay team expenses.
62. A record of the wheelchair basketball team's finances shall be kept separate from the rest of the Club's finances in order to allow for the team to leave the Club in accordance with paragraph 65. This record shall include, at minimum, a current balance of the funds and property pertinent to the wheelchair basketball team.
63. In the case that the wheelchair basketball team were to leave the Club to form or join another club in accordance to paragraph 65, the wheelchair basketball team may request to transfer any pertinent funds or property as recorded in the Club's financial records (paragraph 62) to their new club. The Club treasurer shall comply with this request in a reasonable time frame with the only condition that the receiving club be formed and operated in accordance with the regulations for University clubs which are published from time to time in the Proctors' and Assessor's Memorandum ("the Proctors' Memorandum").

DISSOLUTION

64. 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, with a quorum of 80% of the current membership. The unanimous approval of the Committee is required. The alumni must be informed. 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
65. At the end of any season, the wheelchair basketball team may request to leave the Club by passing a majority vote among all members of the wheelchair basketball team, held at the AGM.

66. 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. In the event of the Club being dissolved, the wheelchair basketball team may choose to join or form another club and may request to transfer their pertinent funds and property in accordance with paragraph 63.

AMENDMENTS TO THE CONSTITUTION AND STANDING ORDERS

67. A two-thirds majority vote at an AGM or EGM is required to amend the constitution.
68. 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

69. All members and Officers shall accept the President's interpretation of the Constitution and Standing Orders.
70. Should a member or Officer wish to appeal a Presidential interpretation, he or she may appeal in writing to the Director of Sport. There shall be no further right of appeal.
71. Any question about the interpretation of this Constitution shall be settled by the Proctors.

STANDING ORDERS

Introduction and Definitions

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.

1. Committee Duties

- (a) In additions to tasks described in the constitution, the Club **President** shall:
 - (i) Hold overall responsibility for the direction and policy of the Club.
 - (ii) Oversee fundraising and the Club's development.
 - (iii) Oversee relations with alumni.
 - (iv) Organise the OUBbC stall at freshers' fair.
- (b) The **Captain** of each respective team shall:
 - (i) Act as team leader and organiser
 - (ii) Deal with purchase and care of uniforms, in conjunction with the Treasurer.
 - (iii) Ensure payment of transport, referees, and kit through liaison with the Treasurer.
 - (iv) Oversee scheduling of BUCS and other fixtures with sports fed or competition organiser.
 - (v) Arrange transport to away games.
 - (vi) Liaise with the club secretary to ensure that all players are registered with the EBBA
- (c) In additions to tasks described in the constitution, the **Club Treasurer** shall monitor team expenditure and, in conjunction with the President:
 - (i) Apply for extra University Grants, and supplementary Grants.
 - (ii) Ensure payment of subs by all players.
 - (iii) Encourage players to approach colleges for extra funding.
 - (iv) Respond to any request for extra money from teams.

- (d) In additions to tasks described in the constitution, the **Secretary** shall:
 - (i) Provide special assistance to the President in carrying out his/her duties.
 - (ii) Act as IT Officer if no IT Officer is appointed.
 - (iii) Register players with Basketball England, at the beginning of the year and through the year upon request from team captains.
- (e) The **Social secretary** shall:
 - (i) Publicise games and other club events.
 - (ii) Ensure full and positive press coverage of club activities.
 - (iii) Organize social events for the club.
- (f) The **IT officer** shall:
 - (i) Be responsible for the development and maintenance of the Club's website and social media profile, including game schedules and results.
- (g) The **Alumni/Sponsorship Secretary** shall :
 - (i) Ensure the club keeps an up-to-date register of alumni.
 - (ii) Periodically inform alumni of OUBbC activities, ideally by sending a newsletter to alumni by the end of the calendar year.
 - (iii) Organise an alumni event in Trinity term.
 - (iv) Seek out and pursue sponsorship opportunities for the club
- (h) The **College League Officer** shall:
 - (i) Organize college league in Michaelmas and Hilary term
 - (ii) Organize cuppers tournaments for men and for women in Trinity term
 - (iii) Be responsible for encouraging participation in basketball within the university among non-club members
- (i) The **Equipment Officer** shall:

- (i) Liaise with the President and Treasurer to book and arrange payment for any external court time required throughout the season.
- (ii) 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.
- (j) The **Welfare Officer(s)** shall:
 - (i) Act as a point of contact for individuals within the club to bring personal, domestic or work-related problems
 - (ii) Offer signposting advice or assistance to these individuals by exploring the issues presented to them.
 - (iii) 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.
 - (iv) 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.
 - (v) Be aware of resources and services offered both by the University and in Oxford to assist with promoting good Student Welfare.
 - (vi) 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.
 - (vii) 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.

2. Elections

- (a) Elections are to take place at the latest during the First Week of Trinity Term at the club's Annual General Meeting. 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) 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.
- (d) 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.
- (e) Candidates may produce a manifesto, limited to 400 words, and shall have the opportunity to give a brief address to the meeting at which the election is to be held. Not other electioneering of any kind is to be permitted. The RO may declare persons breaking this rule to be ineligible for election with a right of appeal to the Director of Sport.
- (f) 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.
- (g) If a position is uncontested, an election may be waived unless there is a move to a vote from the floor.

3. College League

- (a) A men's College League shall run throughout the first two terms, provided that there is sufficient interest from colleges.
- (b) Each college team shall pay a termly fee, to be determined by the Committee to OUBbC, in accordance with sports fed guidance.
- (c) Blues players are ineligible for the College League. Twos players shall be eligible provided that they are not also members of the Blues squad.
- (d) It shall be the College League Officer's responsibility to administer this league. He or she shall be free to delegate some or all of the organisation to staff or other members as appropriate.
- (e) The Committee shall agree further rules for the conduct of each League competition, and these shall become part of the Standing Orders.

4. Cuppers

- (a) Men's and women's Cuppers shall run during Trinity term.
- (b) Each college team shall pay a fee, to be determined by the Committee in accordance with sports fed guidance.
- (c) Blues players are eligible for Cuppers
- (d) 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.
- (e) The Committee shall agree further rules for the conduct of each Cuppers competition, and these shall become part of the Standing Orders.