



EAST BRIGHTON SPORTS ACADEMY CLUB CONSTITUTION

Last updated Nov 20th 2023

1. NAME AND ADDRESS

The group will be called **EAST BRIGHTON SPORTS ACADEMY** OR by its acronym: **EB SPORTS ACADEMY**.

Official Address:

Flat 31
The Brighton Deco Building
Coombe Road
Brighton
BN2 4EQ
info@ebsportsacademy.org
www.ebsportsacademy.org

2. WHO ARE WE AND WHAT ARE OUR AIMS AND OBJECTIVES

To promote the physical and mental health of young people in East Brighton via the delivery of free high quality multi-sport activity sessions recognised academic programmes and development opportunities.

We offer:

- Specialised disability basketball sessions
- Regular basketball sessions for 7+ year olds.
- Basketball based funded programmes to promote basketball activity in East Brighton

Our goals:

- To establish a hub for basketball development in East Brighton.
- To offer affordable basketball sessions to people of all abilities and race.
- To continuously work towards increasing participation levels at all our sessions.
- To empower our community with qualifications and innovative ideas that will benefit their health and development in the long run..

Our Motto:

Determination gets you there



To who is it addressed:

The club is open to all residents in Brighton and Hove especially residents within East Brighton, under-represented groups and people with disabilities.

How do we communicate our message?

Predominantly but not exclusively through our partners, including; Brighton Cougars and Force basketball clubs, the Manor Road Gym, the Clinical Commissioning Group, the Rehab Centre, Active Sussex, Brighton and Hove City Council and promotional events. We also use mainstream marketing platforms such as TV, radio, interviews, websites and social media channels.

3. MEMBERSHIP

The group will be run by officers recognised in this constitution document. Officers should ensure all present and future participants in the activities run by EAST BRIGHTON SPORTS ACADEMY receive fair and equal treatment.

All officers will be subject to the regulations of the constitution and by joining the group will be deemed to accept these regulations and codes of practice that the club has adopted.

Members will be enrolled in one of the following categories:

- Officers
- Associate member
- Registered participants

4. OFFICERS OF THE CLUB

The officers of the club will be:

- Chair: Samuel Martinez
- Welfare Officer and COVID 19 Officer: Samuel Martinez
- Secretary: Kimberley Griffith
- Treasurer: Miguel Tello Garcia
- Project Manager: Mason Roach

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment.



6. COMMITTEE

The club will be managed through the Management Committee consisting of:
Chair. Treasurer. Welfare Officer. Secretary. Project Manager.

Only these posts will have the right to vote at meetings of the Management Committee.

- The Management Committee meetings will be convened by the chair of the club and held no less than 3 x times per year (except when the club has been inactive due to government imposed lockdown in which case, the next meeting will be held as soon as possible after the new sessions have been given the go ahead)
- The quorum required for business to be agreed at Management Committee meetings will be: 3
- The Management Committee will be responsible for adopting new policy, Codes of practice and rules that affect the organisation of the club.
- The Management Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.
- The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

7. FINANCE

All club monies will be banked in an account held in the name of the group.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on: 31st MARCH EVERY YEAR

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting (next annual meeting to be held no later than **March 20th 2024** shall club activities be due to continue).

Any cheques drawn against club funds should hold the signatures of 2 officers.

IMPORTANT NOTE: As stated in this constitution document, the EAST BRIGHTON SPORTS ACADEMY committee will meet bi-annually. The EAST BRIGHTON SPORTS ACADEMY will endeavour to pay contractors and fees as soon as possible and within deadline for payments. However, in order to avoid late invoice payments and in exceptional cases previously agreed by the committee only, the EAST BRIGHTON SPORTS ACADEMY will allow payments to be done via EAST BRIGHTON SPORTS ACADEMY committee members' current accounts. These in turn will provide invoices and evidence of payments at the next committee meeting.



8. CONFLICTS OF INTEREST

It is likely that conflicts of interest will arise and it is the club's committee member's responsibility to take the appropriate steps towards identifying any conflicts of interest as well as managing these in an overt and time appropriate manner.

East Brighton Sports Academy is a non-profit organisation and as such is required to work for the benefit of its participants and the community it serves. It is within the club's core purpose to ensure any funds or valuable goods managed by the club are used effectively for the benefit of our participants and the community it serves and not any committee member through conflict of interest.

The committee is henceforth required to identify any potential conflicts of interest before the start of a new session, course, programme, event or development that involves money transfers. **Especially when hiring a new coach or supplier of basketball related goods or services, including hall hire and financial products such as insurance or qualifications**

Conflicts of Interest shall be a compulsory point in the agenda of every committee meeting in order to check if anyone has any new conflicts to disclose or update on.

9. ANNUAL GENERAL MEETINGS

Notice of Annual General Meetings (AGM) will be given by the Group Secretary. Not less than 21 clear days' notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be **3 Officers**

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.



10. DISCIPLINE AND APPEALS

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The club Welfare Officer is the lead contact for all members in the event of any child protection concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within 7 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 7 days of the Secretary receiving the appeal.

11. DISSOLUTION

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will be made available on social media exclusively to any other non-profit, constituted, basketball specific groups in the East Sussex area.

12. AMENDMENTS TO THE CONSTITUTION

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

13. DECLARATION

EAST BRIGHTON SPORTS ACADEMY hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.



Signed: Samuel Martinez

A handwritten signature in black ink, appearing to be "Samuel Martinez", written in a cursive style.

Position: Chair

Date: November 20th 2023