



The
WORKINGTON WASPS
INFORMATION
&
MEMBER REGISTRATION
STARTER PACK



In Association with England Basketball & Allerdale Community Sport



sponsored by Genesis



Health Screen Questionnaire

Appendix 1



Workington Wasps Health Screening Questionnaire

Name: Gender: Date of Birth:

If you are between the ages of 15 and 69 and are intending to take part in physical activity or regular sport/exercise and are new to exercise, the questions below will give an indication as to whether you should consult a doctor before you start. If you are over the age of 69 and you are not used to physical activity, you should consult you doctor first in any case. All information you record on this form will be treated with the utmost confidentiality, it will be stored in a secure place and made available to you at any time.

Please Tick the appropriate box :

YES	NO
-----	----

- | | | | |
|-----|---|--------------------------|--------------------------|
| Q1 | Has your doctor ever said you have a heart condition and/or should only participate in medically supervised physical activity ? | <input type="checkbox"/> | <input type="checkbox"/> |
| Q2 | Do you ever feel pain in your chest during physical activity ? | <input type="checkbox"/> | <input type="checkbox"/> |
| Q3 | Have you experienced chest pains when not doing physical activity ? | <input type="checkbox"/> | <input type="checkbox"/> |
| Q4 | Do you suffer with palpitations ? | <input type="checkbox"/> | <input type="checkbox"/> |
| Q5 | Do you experience dizziness or fainting ? | <input type="checkbox"/> | <input type="checkbox"/> |
| Q6 | Have you ever been told you have high blood pressure or are you taking medication for blood pressure or any heart condition ? | <input type="checkbox"/> | <input type="checkbox"/> |
| Q7 | Do you have any existing bone or joint problem that could be made worse by physical activity ? | <input type="checkbox"/> | <input type="checkbox"/> |
| Q8 | Do you experience shortness of breath during only mild exertion ? | <input type="checkbox"/> | <input type="checkbox"/> |
| Q9 | Do you suffer from either Asthma or Diabetes Mellitus ? | <input type="checkbox"/> | <input type="checkbox"/> |
| Q10 | Are you taking any prescribed medication we need to be made aware of ? If so, what ?
..... | <input type="checkbox"/> | <input type="checkbox"/> |
| Q11 | Are you pregnant or have you given birth in the last 6 weeks ? | <input type="checkbox"/> | <input type="checkbox"/> |
| Q12 | Have you recently undergone surgery or are you carrying any injury ? | <input type="checkbox"/> | <input type="checkbox"/> |
| Q13 | Are you aware of any other reasons why you should not participate in physical exercise without medical supervision ? If so, what ?
..... | <input type="checkbox"/> | <input type="checkbox"/> |

Please Tick the appropriate box :

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Q14 Is your level of cholesterol known to be high ?

Q15 Do you smoke regularly? If so, how many ?

Q16 Is there any history of coronary heart disease or coronary Artery disease in either your parents or siblings before The age of 55 ?

Q1-16

If you answered YES to any of the questions above, we will require you obtain written consent from your doctor before agreeing to undertake any form of fitness testing , physical activity , training or exercise with you. We suggest you talk to your doctor by phone or in person before you begin becoming more physically active and certainly before you undertake any form of formal fitness or training. Tell your doctor about this questionnaire and which question(s) you answered yes to.

You may be able to do any activity you want – as long as you begin slowly and build up gradually or may need to restrict your activities to those which are safe for you. Talk with your doctor about the kinds of activity you wish to participate in and follow his/her advice.

IMPORTANT NOTE

If you proceed with any type of physical activity and during that period, your health changes so that you would subsequently answer YES to any of the above questions, please consult your doctor and seek advice on the suitability of this training. Please listen to your body, while physical exercise can be good for you , if you feel unwell during a training session please let us know and sit out as appropriate. If this becomes a regular occurrence please consult your doctor. If you feel unwell because of a temporary illness such as cold or flu , it is advisable to stop training and recover properly – wait until you are better.

MEMBER DECLARATION

I HAVE READ , FULLY UNDERSTOOD AND COMPLETED THIS QUESTIONNAIRE. THE ANSWERS I HAVE GIVEN ARE ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signed:

Date:

Code Of Conduct for PLAYERS

Appendix 2



Workington Wasps

CODE OF CONDUCT FOR PLAYERS

Players are the most important people in the sport. Playing for the team, in effort to win, is a fundamental part of the game. But not winning at any cost – fair play and respect for all others in the game is equally important.

This code focuses on players involved in club level basketball. Nevertheless, the key concepts in the code are valid for players at all levels.

Obligations toward the game

A player should :-

1. Give maximum effort and strive for the best possible performance during a training session or a game.
2. Set a positive example for others, particularly young players, supporters and fans.
3. Avoid all forms of gamesmanship, and time-wasting.
4. Always have a regard to best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved.
5. Do not use inappropriate language.

Obligations towards one's own team

A player should :-

1. Make every effort consistent with fair play and laws of the game to help his own team win.
2. Resist any influence which might, or might be seen to, bring into question his commitment to the team
3. Respect each player as an individual and equal.

Respect for the game and competition rules

A player should :-

1. Know and abide by the rules and spirit of the game, and the competition rules.
2. Accept success and failure, victory and defeat, equally.
3. Resist any temptation to take banned substances or use banned techniques.

Respect towards opponents

A player should :-

1. Treat opponents with due respect at all times, irrespective of the result of the game.
2. Safeguard the physical fitness of opponents, avoid violence and rough play, and assist injured opponents where appropriate.

Respect towards the match officials

A player should :-

- 1. Accept the decision of the match official without protest.
- 2. Avoid words or actions which may mislead a match official.
- 3. Show due respect towards match officials.

Respect towards the team officials

A player should :-

- 1. Abide by the instructions of their coach and team officials, provided they do not contradict the spirit of this code.
- 2. Show due respect towards the team officials of the opposition.

Obligations towards the supporters

A player should :-

- 1. Show due respect to the interests of supporters.

This code of conduct is for players to adhere to, to keep games and training sessions an exciting and fun place for themselves to be and to protect other teams and players from being endangered.

FOR PLAYERS ONLY (MENS & U18)

I, (name) have read and understood the Workington Wasps Basketball Club Basketball Code of Conduct above and as such agree to fully recognise and adhere to the principles and responsibilities embodied in the Code.
 I agree that as a player breaking any of the above codes may hold disciplinary action from the Workington Wasps Basketball Committee and could endanger my membership status within the team and also endanger other people in doing so.

SIGNED : Date :

NAME :

Code Of Conduct for COACHES

Appendix 3



Workington Wasps

CODE OF CONDUCT FOR COACHES

Coaches are key to the establishment of ethics in basketball. Their concepts of ethics and their attitude directly affects the behaviour of players under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct.

Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

It is natural that winning constitutes a basic concern for coaches. This code is not intended to conflict with that. However, the code calls for coaches to disassociate themselves from a “win-at-all-costs” attitude.

Increased responsibility is requested from coaches involved in coaching young people. The health, safety, welfare and moral education of young people are a first priority, before the achievement or reputation of the club, coach or parent.

Set out below is The Workington Wasps Coaches Code of Conduct (which reflects the standards expressed by the national governing body England Basketball for basketball coaching) which forms the benchmark for all involved in coaching the sport.

1. Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
3. Coaches must adhere to all guidelines laid down by governing bodies.
4. Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
5. Coaches must not exert undue influence to obtain personal benefit or reward.
6. Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
8. Coaches should, at the outset, clarify with the players (and, where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their coach.
9. Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
10. Coaches must always promote the positive aspects of the sport (e.g. fair play) and never condone violence of the laws of the game, behaviour contrary to the spirit of the laws of the game or relevant rules and regulations or use of prohibited substances or techniques.
11. Coaches must consistently display high standards of behaviour and appearance.
12. Coaches must not use or tolerate inappropriate language.

This code of conduct is for coaches to adhere to, to keep games and training sessions an exciting and fun place for players to be and to protect other teams and players from being endangered.

FOR COACHES ONLY

I, (name) have read and understood the Workington Wasps Basketball Club Basketball Code of Conduct above and as such agree to fully recognise and adhere to the principles and responsibilities embodied in the Code.

I agree that as a coach breaking any of the above codes may hold disciplinary action from the Workington Wasps Basketball Committee and could endanger my membership and coaching status within the team and also endanger other people in doing so.

SIGNED : Date :

NAME :

Child Protection

Appendix 4



Workington Wasps

CHILD PROTECTION POLICY

Here at Workington Wasps Basketball Club, we believe that every child and young person involved in the game of Basketball has the right to have fun and be safe in their sport. We are committed to creating and maintaining the safest possible environment for children and young people to participate in Basketball and we recognise our responsibility to safeguard their welfare by doing all we can to protect them from sexual, physical or emotional harm and from neglect or bullying.

The welfare of children and young people is everyone's responsibility, particularly when it comes to prevention of abuse. Everyone involved in Basketball – officials, coaches, volunteers, parents/carers, other family members, friends and the children themselves – can help. If you have any concerns about poor or abusive practice or suspect that a child may be being abused or is at risk, please contact an appropriate member of the club, in confidence, or speak to any of the organisations listed below.

ESSENTIAL CONTACTS

National contacts :-

The NSPCC

National Centre, 42 Curtain Road, London EC2A 3NH.

Website: <http://www.nspcc.org.uk>

Tel: 020 7825 2500, Free phone 24 hour helpline: 0800 800 5000

Child Protection in Sport Unit

NSPCC National Training Centre, 3 Gilmour Close, Beaumont Leys, Leicester LE4 1EZ.

Tel: 0116 234 7278/7217/7224, Fax: 0116 234 0464, Email: cpsu@nspcc.org.uk

Website: <http://www.thecpsu.org.uk>

Childline UK

Freepost 1111, London N1 0BR.

Tel: 0800 11 11

Sports Coach UK

114 Cardigan Road, Headingley, Leeds LS6 3BJ.

Tel: 0113 274 4802

A Copy of our policy follows.

Whilst this policy is intended primarily to promote the welfare and safety of children and young people and to help minimise the risk of child abuse, it also provides guidance to all those involved in the sport about acceptable behaviour and good practice. Best practice protects everyone involved in sport. Workington Wasps' codes of conduct have been developed to support people by helping to make it clear to all what is expected of them and others involved in basketball.

CHILD PROTECTION REGULATION

1. The Workington Wasps Basketball Club, agrees to adopt the England Basketball Child Protection Policy and Procedures.
2. All individuals involved in Basketball through Workington Wasps Basketball Club at every level, are deemed to have assented to and as such recognise and adhere to the principles and responsibilities embodied in the code and the England child protection policy.
3. Each and every constituent member of the Workington Wasps Basketball Club including without limitation, all clubs and leagues, shall be responsible for the implementation of the Child Protection Policy and Procedures in relation to their individual members.
4. Any act, statement, conduct or other matter which harms a child or children or vulnerable adult, or poses or may pose a risk of harm to a child or children or vulnerable adult, shall constitute behaviour which is improper and brings the game into disrepute.
5. In these Regulations the expression "Offence" shall mean any one or more of the offences contained in Schedule 1 to the Children and Young Persons Act 1933 and any other criminal offence which reasonably causes the Association to believe that the person accused of the offence poses or may pose a risk of harm to a child or children or vulnerable adult.
6. Upon receipt by Workington Wasps Basketball Club of:
 - 6.1 notification that an individual has been charged with an Offence; or
 - 6.2 notification that an individual is the subject of an investigation by the Police, Social Services or any other authority relating to an Offence; or
 - 6.3 any other information which causes the organisation reasonably to believe that a person poses or may pose a risk of harm to a child or children or vulnerable adult then the Workington Wasps Basketball Club shall have the power to order that the individual be suspended from all or any specific Basketball activity for such period and on such terms and conditions as it thinks fit.
7. In reaching its determination as to whether an order under Regulation 6 should be made, The Workington Wasps Basketball Club shall give consideration, to the following factors:
 - 7.1 whether a child is or children or vulnerable adult are or may be at risk of harm;
 - 7.2 whether the matters are of a serious nature;
 - 7.3 whether an order is necessary or desirable to allow the conduct of any investigation by The Workington Wasps Basketball Club or any other authority or body to precede unimpeded.
8. The period of an order referred to in 6 above shall not be capable of lasting beyond the date upon which any charge under the Rules of Workington Wasps Basketball Club or any Offence is decided or brought to an end.
9. Where an order is imposed on an individual under Regulation 6 above, the Workington Wasps Basketball Club shall bring and conclude any proceedings under the Rules of Workington Wasps Basketball Club against the person relating to the matters as soon as reasonably practicable.
10. Where a person is convicted, or is made the subject of a caution in respect of an Offence, that shall constitute a breach of the rules of Workington Wasps Basketball Club and it shall have the power to order the suspension of the person from all or any specific Basketball activity for such a period (including indefinitely) and on such terms and conditions as it thinks fit.
11. For the purpose of these Regulations, Workington Wasps Basketball Club shall act through the England Basketball Child Protection Disciplinary Panels.

12. Notification in writing or an order referred to above shall be given to the person concerned and/or any club with which he is associated as soon as reasonably practicable.

The Workington Wasps Basketball Club agrees to adopt the England Basketball Child Protection Policy and Procedures. All individual members are deemed to have read understood and assented to the Workington Wasps Basketball Club Code of Conduct and as such recognise and adhere to the principles and responsibilities embodied in the Code.”

Photograph & Recorded Images Policy

Appendix 5



Workington Wasps Photo & Recorded Images Policy

Policy Statement

Workington Wasps Basketball Club is committed to providing a safe environment for children, young people under the age of 18 and vulnerable adults to participate in basketball. Essential to this commitment, is to ensure that all necessary steps are taken to protect children, young people and vulnerable adults from the inappropriate use of photographic images. Workington Wasps Basketball Club have adopted the following good practice guidelines issued by England Basketball.

Publishing Images

- Through the use of a Consent Form, we will ask for the permission of children, young players, vulnerable adults and their carers to take and use their image.
- We will **NEVER** publish personal details (addresses, telephone numbers etc) of a child, young person or vulnerable adult.
- We will only authorise the use of images of players in suitable dress (Tracksuit, on court clothing i.e. vests/shorts, off court clothing).

Use of Photographic Filming Equipment at Basketball Events

Workington Wasps Basketball Club will :-

- Inform players and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs;
- Require parents, spectators and authorised photographers (e.g. press) to register at an event if they wish to use any photographic equipment including mobile phones with photographic technology;
- Not allow unsupervised access to young or vulnerable players or one to one photo sessions at events.
- Act on the concerns of any players and parents regarding the inappropriate use of photographic equipment.
- Inform children, young people, vulnerable adults and their parents/carers if video equipment is to be used as a coaching aid.
- Ensure that any photographic images taken and used will be stored safely.

This side of the form should be completed by the club and then signed by the legal guardian (usually parent/carer) of a young person, together with the young person. It provides permission for images of the young person to be used. Please note that if you have more than one child under the age of 18 or vulnerable adult registered with the club you will need to complete a separate form for each young person or vulnerable adult.

Workington Wasps Basketball Club recognises the need to ensure the welfare and safety of all young people and vulnerable adults in England Basketball. As part of our commitment to ensure the safety of children, young people and vulnerable adults we will not permit photographs, video or other images of children, young people and vulnerable adults to be taken or used without the consent of the parents/carers and the young person / vulnerable adult.

Workington Wasps Basketball Club will follow the guidance for the use of photographic and recorded images of children and young people and vulnerable adults, a copy of which is in the England Basketball Child Protection Policy and Procedures.

Workington Wasps Basketball Club will take all steps to ensure these images are used solely for the purposes they are intended which is the promotion and celebration of the activities of Workington Wasps Basketball Club.

If you become aware that these images are being used inappropriately you should inform Workington Wasps Basketball Club.

If at any time either the parent/carer of the young person / vulnerable adult wishes the data to be removed from the website, requests must be given to the secretary after which the data will be removed in an appropriate timescale not exceeding 7 days.

I (insert parent/carer full name) consent to the Workington Wasps Basketball Club photographer or videoing (name of child/young person/vulnerable adult) under the stated rules and conditions and I confirm that I am legally entitled to give consent.

I also confirm that (name of child/young person/vulnerable adult) is not under a court order.

Signed: Date:

I (name of child/young person/vulnerable adult) consent to Workington Wasps Basketball Club photographing or videoing my involvement in England Basketball under the stated rules and conditions.

Signed: Date:

Email Usage

Appendix 6



Workington Wasps Electronic Mail Usage

1. Electronic Mail Security Policy

Electronic messages generated on or handled by electronic communications systems are the property of Workington Wasps Basketball Club and are not the private property of any users of the electronic communications services.

The Electronic communications systems shall be used for authorized general use only. Users are forbidden to intentionally use electronic communications systems for unauthorized use i.e. Sending viruses and other illegal content.

2. Offensive Messages

The Workington Wasps Basketball Club prohibits the display or transmission of sexually explicit images, offensive or disruptive messages, gender-specific comments, as well as the use of ethnic slurs, racial epithets, any comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, disability, or anything that may be construed as harassment.

3. User Accountability

Members are expected to not divulge their individual passwords. To prevent unauthorized parties from obtaining access to electronic communications, users shall choose passwords which are difficult to guess. Passwords to avoid are family member names or pet names, or obvious work-related words.

4. Member Responsibilities

Except as otherwise specifically provided, employees may not intercept, disclose, or assist in intercepting or disclosing electronic communications that are not sent to them or they are not the intended recipient. To accomplish this, it occasionally may be necessary to intercept or disclose electronic communications. Management reserves the right to enter a members E-mail file for scan purposes. To this end, employees are required to make their computer passwords available to the webmaster and the Chairman. The webmaster may examine E-mail communications at any time without prior notice.

5. Purging Electronic Messages

Messages no longer needed for general purposes must be periodically purged by users from their personal electronic storage areas

6. Policy Violation

Any member who discovers a violation of this policy shall immediately notify the Workington Wasps Basketball Club, who shall inform the Webmaster. An employee who violates this policy or uses the electronic communications for improper purposes shall be subject to disciplinary action and loss of email account.

Signed

Date

Membership Form

Appendix 7



WORKINGTON WASPS BASKETBALL CLUB

Membership Form

Sections 1, 2 and 3 must be completed before being allowed to participate in the club

Section 1 - Personal Details (Please complete in capital letters)

Name : (Mr/Mrs/Ms)..... Date of birth :

Home address :

Postcode : Contact telephone number :

Emergency contact name & telephone number :

Any other personal information which is of benefit to the club which you would like to share :
.....
.....

Section 2: Declaration

- I understand that there is an element of risk involved with the playing of all sports.
- I have read the Codes of Conduct (cocfpv1), Photo & Recorded Images (wwppv1), Child Protection Policy (cppv1) and Constitution of the Workington Wasps Basketball Club (ccv1) as displayed in the starter pack or on the club webpage www.workingtonwasps.com and I agree to abide by the clubs guidelines at all times. Where qualified coaches are in place, I agree to follow the coaches instructions. I agree that this may be a verbal, visual, physical or demonstrative form of communication. I will ask for further clarification of any ambiguous and/or inaudible instructions.
- I understand that I will be asked to leave the club session immediately if deemed to be deliberately not following the Codes of Conduct or ignore instructions from the Club Coach.
- I agree to this form being kept indefinitely by the Workington Wasps Basketball Club, on the understanding that the disclosed information will be kept confidential, and shared only between the Club Committee and Coaches. Other than the club or where required, the information on this form will not be supplied to any other third party.

Section 3: Medical Information

- I have no medical condition which will prevent me from taking part fully in my sport.
- I have filled in the Workington Wasps medical screen form (appendix 1).
- I agree to bring medication (where required) to all club sessions.
- I will inform my club chairman if my medical **circumstances change** in the course of the year.

Before each club session I will inform Club Coaches and relevant members of the committee of any medication, allergies, injuries or other medical conditions which may affect my ability to participate fully in the sport on that day.

Name:..... (legal guardian if under 18 years of age)

Signature:..... Date:.....

Workington Wasps Basketball Club (TO BE FILLED BE CLUB)

Member number: Amount: £..... [cash] [cheque]

Secretary Name Signature

Date:.....

www.workingtonwasps.com



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