



## Warwickshire Hawks Basketball Club

### Terms & Conditions

#### **Subscription payments**

All players agree to pay their "subscription fee" (subs) by the date specified. These dates will be sent out before the start of the season or when you join Hawks (if you join after the season starts).

Subs are non refundable. Paying subs guarantees the players place within their specific team or session for the remainder of that term or year. Should a player not be able to attend any session, no refunds will be made, as the players place is held for them. Players who leave midway through the term will not be liable for a refund for that term. Should a player pay for their subs in advance, but leave the Club half way through – a refund will be made for any remaining full terms, provided that notice is given 7 days before the start of the next term following departure.

Subs are due in our bank account by 9am on the nominated day. Any player who has not paid their subs will receive a notification email that their subs are overdue within 48 hours of the due date. Should payment not be received within 7 days of the due date, another reminder will be sent via email. After 7 days, if the players subs are not paid, an email will be sent advising the player that their place within the Club is at risk, and if payment is not received within a further 7 days, then the player will have their place within Hawks revoked. Should any player be having difficulty in paying - please email the Admin Manager to discuss.

Subs paid only cover weekly training sessions and league games – they do not cover any extra curricular activities eg. Half term day camps. Paying subs does not guarantee specific game time – each team Coach will choose the team for their league games. The Coaches will look for players that are fully committed and support their team mates, as well as capability – it is therefore really important that players attend all training sessions. Each Coach will liase directly with their teams on game details.

Hawks reserves the right to amend the fee paid for subs giving 28 days notice to all players in advance of each terms payment.

#### **Attendance**

Should a player not be able to attend a session - please ensure you advise the Coach or Admin Manager of their absence. Should a player not attend two consecutive weeks without notification, an email will be sent requesting advice from the parent/player. After the third missed session (with no notification), an email will be sent advising the parent/player that the players place will be revoked if no communication is received within 5 days, thereafter the players space within Warwickshire Hawks will be revoked. In order to re-join - the player will need to join the waiting list.

#### **Data**

Hawks is committed to keeping your data secure. Personal details will only be shared with the Club Head Coach, the Head Coach for the U11 programme, the Admin Manager and your child's Team Coach. Please see our Privacy Policy on our website for more information.

## **Basketball England Licences**

All players in the U12, U14, U16, U18 & Men's teams are required to hold a Basketball England National League Licence. All players in the U13, U15 and U17 teams are required to hold a Basketball England Local League Licence. This may be obtained by completing the online application form on the Basketball England website. This licence will then cover the named player under the Basketball England Insurance scheme – please see their website for more information.

## **Insurance**

All players who hold a Local or National League Basketball England licence are covered under Basketball England's insurance policy – please see the Basketball England website for more info. Any player who does not hold a Basketball England licence is not covered under any insurance policy, and therefore trains or plays for Hawks at their own risk, be this at weekly training or half term day camps. Any player wishing to obtain insurance, may apply for a Local League licence (2023 costs of £10 pa), you will need a form of ID (Passport/Birth Certificate) & head shot photo that will need to be uploaded as follows:

1. Go to <https://www.basketballengland.co.uk/>
2. Click on 'Register / Login' (top right) then click 'Log In' or 'Create A New Account'
3. Click on 'Licences' then 'Add Licence', then 'Player' from the drop down box & complete the member details form, and checkout paying the fee
4. Please attach your license to our club – Warwickshire Hawks Basketball Club (CA3943)

## **Accidents & First Aid**

All accidents be they minor or major will be recorded by the relevant Team Coach, and details will be held on file by the Admin Manager. Serious incidents are reported to Basketball England. Hawks endeavour to put all Team Head Coaches through a first aid course every 3 years.

## **Medication**

All players must bring their required medication with them to each training session or game. This is noted on the application form you complete when signing up to Hawks.

## **Safeguarding & behaviour**

Bullying or verbal / physical abuse will not be tolerated in any way from any member of Warwickshire Hawks, our players or spectators. Should you be concerned about any situation, please contact your child's Team Coach, the Admin Manager or the Club Head Coach. Hawks is committed to following the Basketball England Safeguarding policy which can be found on their website. Hawks endeavour for all Coaches to complete the NSPCC Safeguarding course as soon as joining the Club.

## **Playing up**

### **U12 – U18's, Girls and Development Sessions**

On occasion, some players may play up with an older team or be placed in a team with varying age groups. Playing up 1 year is considered normal practice, however playing up 2 years or more could mean a vast difference in physical and mental attributes between players of different ages, and there are more associated risks that come with playing up. This will include physical and mental play against individuals who are older and possibly more experienced within the sport and physical contact is very likely. All Hawks Coaches abide by the Clubs risk assessment for training, games and half term day camps, however should a parent allow their child to play up within a higher aged team, it will be deemed that the parent accepts that

some inherent risks and injury may occur, and that their child will be exposed to differing behaviour. By continuing to allow their child to play within a higher aged team, the parent/guardian of the child concerned, assumes the risk of all injury and agrees not to hold Basketball England and its associates or affiliates or Warwickshire Hawks liable for any incident including all injuries caused by (or resulting from) participating in basketball at this level, for the duration of their time at this Club .

### U11s & U9's

Players will mix within a wide range of age groups, but this programme is designed for primary school aged children only. Where possible, players will be split by the Team Coach, taking into account a players age, ability and size for training. Please note that your child may be playing with children as young as 6-7 years or as old as 10-11 years within this programme.

### Under 18's playing in the mens team

All under 18's will need to sign an U18 Permission To Play form prior to training with and joining the team.

### Half term day camps

Only players of the specific school year advertised, will be accepted onto our half term day camps.

### Subs for an additional team

Should any player be offered the opportunity to play up for an additional team, that player will be offered a discount on the subs for that second team of 50%. Payment will need to be made in line with the standard terms as shown in paragraph 1 of these Terms & Conditions.

### **Photography & filming**

In line with the recommendations in the Basketball England Safeguarding Policy, Warwickshire Hawks requests that anyone wishing to engage in any video, zoom or close-range photography should register their details before carrying out any such photography. If parents have any particular concerns about their child being photographed or filmed, they should notify the Coach for Warwickshire Hawks. Warwickshire Hawks reserves the right to decline entry to any person unable to meet or abide by the conditions. If you are concerned about any photography taking place at this event, please contact a member of the Warwickshire Hawks team. Please note that all games, some training sessions and main squad trials will be recorded on the Hawks camera. Training sessions and trials are used by the Coaches and games are shared with parents from Hawks and opposing teams if requested. Please notify your child's Coach should you have any concerns or questions regarding this.

### **Clothing**

All players in the National & Local League and Girls teams must wear a Hawks training vest to each weekly training session. These can be purchased from the online shop when open. All National & Local League players must wear a Hawks warm up top to all games – again this can be purchased from the online shop.

Players in our U11 programme are required to wear a "Central Venue League" (CVL) t-shirt to all CVL's, which are held approximately 6 times a year, these can be purchased from the online shop.

Hawks will provide the game day kit to each National and Local team at no extra charge – this is provided on loan for the duration of the game only and must be returned to the Coach after the game (or to a nominated parent for washing).

## Online shop

All physical merchandise items will be delivered to a future training session, we do not post to home addresses. As we do not hold stock of any merchandise, we are unable to swap or refund any item after the order deadline has passed, so please ensure you have ordered the correct size. Any refund requested prior to the order deadline for merchandise will incur a processing and charge fee of £1 per item.

If you have booked a basketball day camp / school tournament and can no longer attend, a refund will be issued minus £1 admin charge. Please note - no refunds will be issued if cancellation occurs within 7 days of the actual date. If you have booked & paid for a pre-season summer training camp to take place in August 2024 and cancel before 28<sup>th</sup> June, a 50% refund will be given. No refunds will be given after 28<sup>th</sup> June as the funds are already committed.

## Club Roles

Alex Birch - Club Head Coach  
Louise Whiteley - Admin Manager  
Jack Lynch - U9/U11 Head Coach  
Luke Freer - Club Safeguarding Officer

Hawks reserves the right to update these Terms & Conditions, with the updated version always being available on our website. Last updated April 2024



## **Warwickshire Hawks Basketball Club Privacy & GDPR Policy**

Summary of how we and Warwickshire Hawks Basketball Club (Coaches and Admin) use your data

- Warwickshire Hawks Basketball Club uses your personal data to manage and administer your membership and your involvement with its teams and club, and to keep in contact with you for these purposes.
- Some data is shared with Basketball England, who use your data to regulate, develop and manage the game.
- Amongst the data we collect from you may be medical (including injury) information. We will hold this where you (or your parent) have given consent, so that we can ensure we are aware of your condition and can that you are supported appropriately.
- Where you work in a particular role within the game, you may be required to undergo a Disclosure & Barring Service check using the service that Warwickshire Hawks Basketball Club provide through GB Group Online Disclosures. The result of this check will be input into your personal record on Warwickshire Hawks Basketball Club's database system (where appropriate)

## **What does this policy cover?**

This policy describes how Warwickshire Hawks Basketball Club (also referred to as “we” or “us”) will make use of the data we handle in relation to our members and players, including our use of Warwickshire Hawks Basketball Club’s database system.

It also describes your data protection rights, including a right to object to some of the processing which we carry out.

## **What information do we collect?**

We collect and process personal data from you or your parent when you join and when we carry out annual renewals of your membership. This includes:

- your name
- your gender,
- your date of birth,
- your Warwickshire Hawks Basketball Club license number
- your home address, email address and phone number;
- your passport and NI details, where we have to check your eligibility or ability to work for us;
- your type of membership and involvement in particular teams, or any key role you may have been allocated, such as Chair, Safeguarding Lead, Membership Secretary etc.;
- your payment and/or bank account details, where you provide these to pay for membership;
- your marketing preferences, including any consents you have given us;
- your medical conditions or disability, where you provide this to us with your consent (or your parent’s consent) to ensure we are aware of any support we may need to provide to you.

Some information will be generated as part of your involvement with us, in particular data about your performance, involvement in particular matches in match reports and details of any disciplinary issues or incidents you may be involved in on and off the pitch, such as within health and safety records.

## **What information do we receive from third parties?**

Sometimes, we receive information about you from third parties. For example, if you are a child, we may be given information about you by your parents.

We may receive information relating to your existing registrations with other clubs or disciplinary history. Additionally, for certain role holders or those working with children, we may receive information from the Disclosure and Barring Service and Warwickshire Hawks Basketball Club on the status of any DBS check you have been required to take.

## **How do we use this information, and what is the legal basis for this use?**

We process this personal data for the following purposes:

As required by us to conduct our business and pursue our legitimate interests, in particular:

- we will use your information to manage and administer your membership and your involvement with its teams and club, and to keep in contact with you for these purposes;
- we will also use data to maintain records of our performances and history, including match reports, score lines and team sheets;
- We access the use of CCTV cameras to maintain the security at our hired premises, and may use this video to investigate incidents at the Club or its premises]

Where you give us consent:

- we may handle medical or disability information you or your parent provides to us, to ensure we support you appropriately;
- on other occasions where we ask you for consent, we will use the data for the purpose which we explain at that time.

For purposes which are required by law:

- we maintain records such as health and safety records and accounting records in order to meet specific legal requirements;
- we ensure, where you will work with children, that you have undergone an appropriate DBS check – this is also carried out with your consent.
- where you hold a role at the Club requiring us to check your right to work, we may process information to meet our statutory duties;
- we may respond to requests by government or law enforcement authorities conducting an investigation.

## **Who will we share this data with, where and when?**

- In addition to sharing data with Warwickshire Hawks Basketball Club, we may share your data with Basketball England regarding any training, games or accident information they require.
- Some limited information may be shared with other stakeholders in basketball, such as other clubs, associations, league organisers, so that they can maintain appropriate records and assist us in organising matches and administering the game.
- Personal data may be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the legal protection of our or Warwickshire Hawks Basketball Club's legitimate interests in compliance with applicable laws.
- Personal data will also be shared with third party service providers, who will process it on our behalf for the purposes identified above.

## **How does Warwickshire Hawks Basketball Club use any of my information?**

Warwickshire Hawks Basketball Club provides an online database, but make its own use of the following information:

- your name;
- your gender;
- your date of birth;
- your Warwickshire Hawks Basketball Club license number
- your home address, email address and phone number; and
- your type of membership and involvement in particular teams at the Club, or any key role you may have been allocated, such as Chair, Safeguarding Lead, Membership Secretary etc.

Warwickshire Hawks Basketball Club uses this information as follows:

As required by Warwickshire Hawks Basketball Club to conduct its business and pursue its legitimate interests, in particular:

- communicating with you or about you where necessary to administer basketball in England.
- administering and ensuring the eligibility of players, match officials and others involved in English basketball – this may involve the receipt of limited amounts of sensitive data in relation to disabled players, where they are registered for a disabled league or team, or in relation to anti-doping matters;
- maintaining records of the game as played in England, in particular maintaining details of discipline, misconduct and safeguarding cases;
- maintaining statistics and conducting analysis on the make-up of basketball's participants;

- ensuring compliance with the current Warwickshire Hawks Basketball Club Rules and Regulations including those on the affiliation of clubs, local leagues, associations and other basketball bodies, and registration of players; and;
- communicating with you to ask for your opinion on Warwickshire Hawks Basketball Club initiatives.

For purposes which are required by law:

- Warwickshire Hawks Basketball Club will ensure, where you will work with children and where this is required, that you have undergone an appropriate DBS check – this is also carried out with your consent.
- Warwickshire Hawks Basketball Club may respond to requests by government or law enforcement authorities conducting an investigation.

## **How long will you retain my data?**

- We process the majority of your data for as long as you are an active member and for 5 years after this.
- Where we process personal data in connection with performing a contract or for a competition, we keep the data for 5 years.
- We will retain information held to maintain statutory records in line with appropriate statutory requirements or guidance.
- Warwickshire Hawks Basketball Club will maintain records of individuals who have registered on their database, records of DBS checks and the resulting outcomes and other disciplinary matters for 5 years.
- Records of your involvement in a particular match, on team sheets, on results pages or in match reports may be held indefinitely both by us and Basketball England in order to maintain a record of the game.

## **What rights do I have?**

You have the right to ask us for a copy of your personal data; to correct, delete or restrict (stop any active) processing of your personal data; and to obtain the personal data you provide to us for a contract or with your consent in a structured, machine readable format.

In addition, you can object to the processing of your personal data in some circumstances (in particular, where we don't have to process the data to meet a contractual or other legal requirement).

These rights may be limited, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping.

You have the same rights for data held by Warwickshire Hawks Basketball Club for its own purposes.

To exercise any of these rights, you can get in touch with us or, as appropriate, Warwickshire Hawks Basketball Club or its data protection officer. If you have unresolved concerns, you have the right to complain to the Information Commissioner's Office.

Much of the information listed above must be provided on a mandatory basis so that we can make the appropriate legal checks and register you as required by Warwickshire Hawks Basketball Club Rules and Regulations. We will inform you which information is mandatory when it is collected. Some information is optional, particularly information such as your medical information. If this is not provided, we may not be able to provide you with appropriate assistance, services or support.

## **Withdrawing consent**

Wherever we rely on your consent, you will always be able to withdraw that consent, although we may have other legal grounds for processing your data for other purposes, such as those set out above.

## **How do I get in touch with you or Warwickshire Hawks Basketball Club?**

We hope that we can satisfy queries you may have about the way we process your data. If you have any concerns about how we process your data, you can get in touch at [louise.whiteley@warwickshirehawks.co.uk](mailto:louise.whiteley@warwickshirehawks.co.uk)

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