UNIVERSITY GUIDANCE

Basketball club and membership management

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1. INTRODUCTION

- All University Clubs who are registered with BUCS must be affiliated with Basketball Scotland, as stated in BUCS Rules and Regulations.

> **BAS 2.1 Club Affiliation** All institutions/Playing Entities must affiliate to their respective National Governing Body (NGB) as per the requirements of the BUCS Sport Specific Affiliations Document. Failure to affiliate to the relevant NGB by the deadlines stated in the BUCS Sport Specific Affiliations Document will result in sanctions being imposed as outlined in the BUCS Sport Specific Affiliations Document.

- One club member must take on the role of Portal Administrator to be able to manage the club through Basketball Scotland's **JustGo** membership system. If you are leaving this role please pass on this document to your successor; and where possible contact membership@basketball.scot to inform them of the change, so they can give them portal administrator permissions. Otherwise, the club will be unable to reaffiliate for the next season.

- Club affiliations expire on 31st of July each year, your club must be reaffiliated before the start of the new season. Club members cannot renew their own membership until the club is affiliated.

  This document details the steps university clubs, and their members need to take, to be affiliated with Basketball Scotland, and what is needed to be compliant.

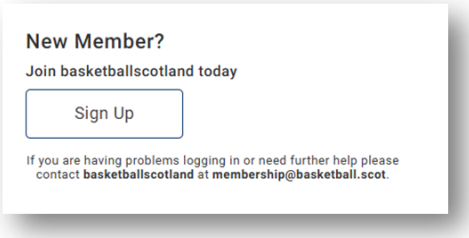
2. MEMBERSHIP

All players must have a current Basketball Scotland membership, memberships come up for renewal on 1st August every year. Please ask your players to renew as soon as they can, they will not be able to play without it. The membership team do not work evenings or weekends and there are often renewal issues where the player is unable to access their account.

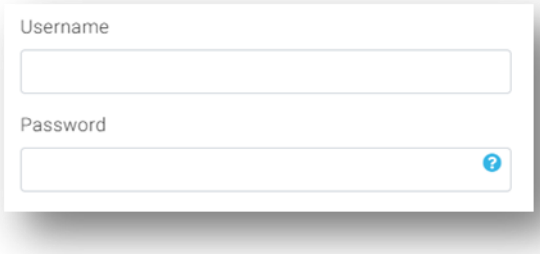
Members cannot renew their membership until the club has reaffiliated.

If the university pays the players membership fee for them, you can request the **pay for a member link,** or an **invoice** from membership@basketball.scot

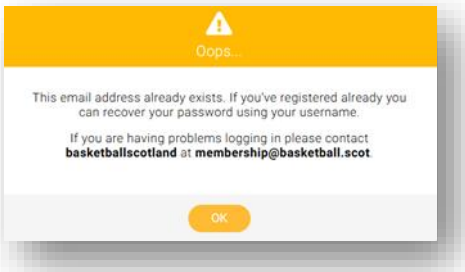
- Membership sign up can be found on the Basketball Scotland website under members/clubs Login - JustGo

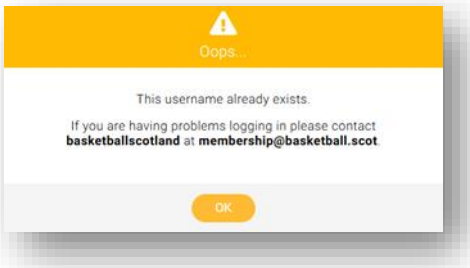


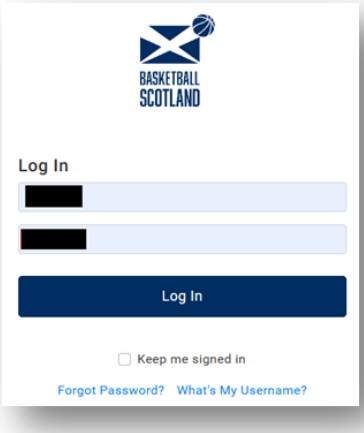
- The password must be at least 8 characters long



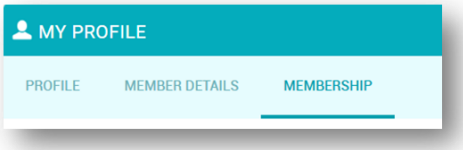
- If either of these messages appear you must have an old account, please contact membership@basketball.scot who can recover this for you.
- DO NOT TRY TO CREATE A NEW ACCOUNT.







- Once a member has signed up, they can log back in from the same link and buy a new membership.
- In My Profile select membership.



- Unless the player also plays for another team in the SBC National League, they will require the Local League and University membership.

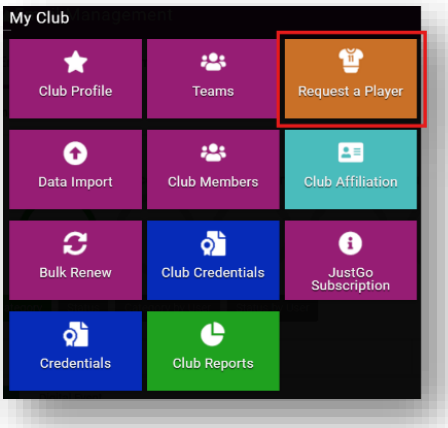
Portal Administrator

The club administrator/Secretary needs to be given Portal Admin permissions for the club on the JustGo membership system. If the outgoing administrator is unable to do this before leaving, the incoming administrator must contact membership@basketball.scot to do this for you. That person must also have current personal membership.

- If the administrator is not a player themselves, they can sign up for a volunteer membership, Login - JustGo, which is free.

Dual Membership/Transfers

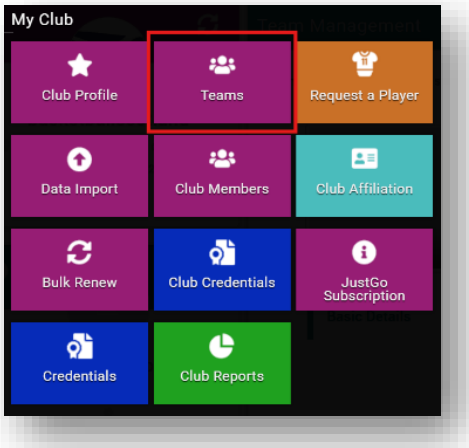
- Most players will have been playing for another club before joining their university team. If they wish to continue to play for this team alongside the university, you will need to request a dual membership for them.
- Please email membership@basketball.scot with the players name and membership number that starts with ME, and state which club they need dual membership with. We will then email the other club to confirm they are happy with the dual membership and process this for you.
- If a player wishes to leave their previous club, as portal administrator you will need to put in a transfer request through JustGo.



- Under My Club select the Request a Player tile. You will need their full name and date of birth.
- Their current club will then need to release the player.
- This needs to be done before they can play for you.

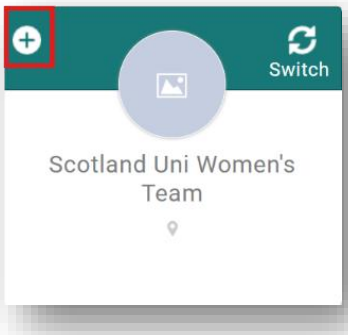
Team Rosters

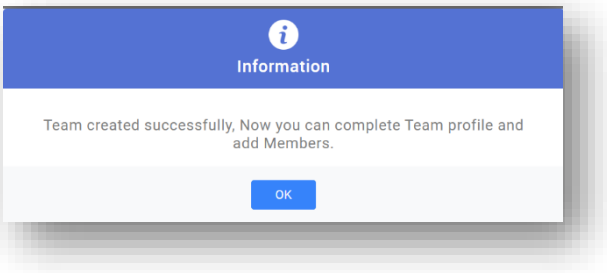
- Once all your members are signed up with full membership, you will need to add them to your team roster on **JustGo**.



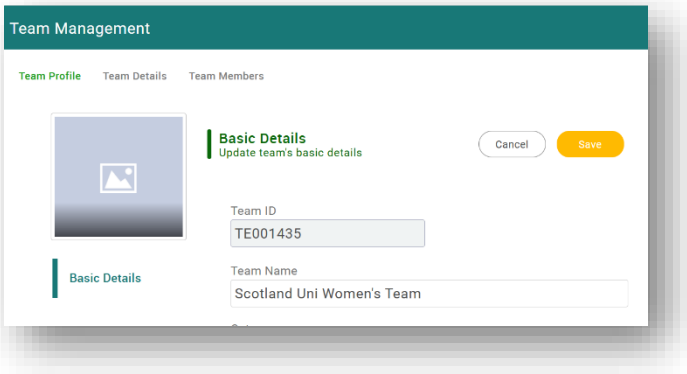
- Select Teams under My Club

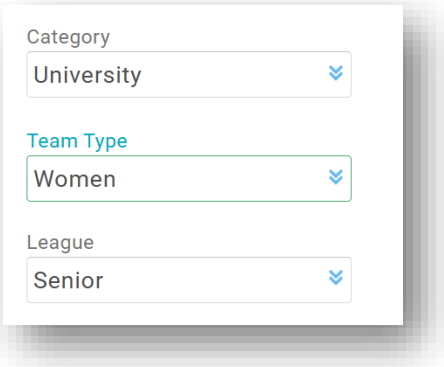
- Then click on the + button to create a new team or use the Switch button to select a current team, if not already selected.





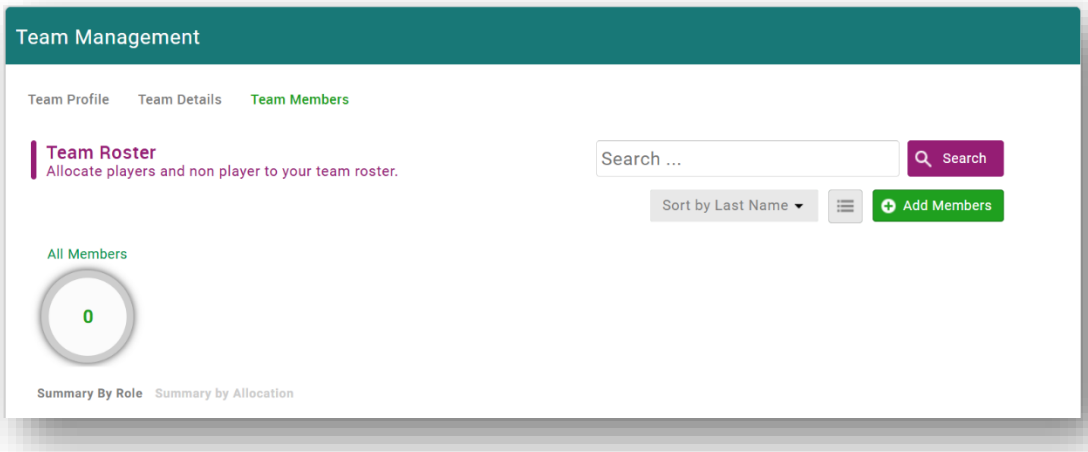
- You need to fill in the team's basic details under team profile, to be able to add players.





- Category must be set to university.
- Team type must match the team gender.
- League needs to be senior.

- You can then search for, and add team members
- If you have any issues adding team members to your roster, please contact membership@basketball.scot



3. CLUB AFFILIATION

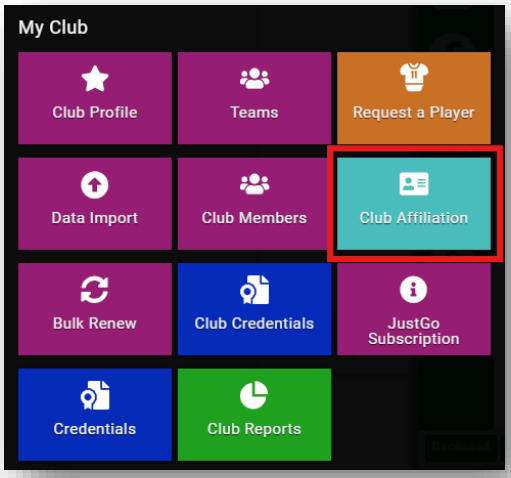
New Clubs

If your club isn't already affiliated with Basketball Scotland you can do this by filling out a **New Club Query form.**

Once this has been completed, please email membership@basketball.scot to inform them your application has been completed. They can then support you through the rest of the process.

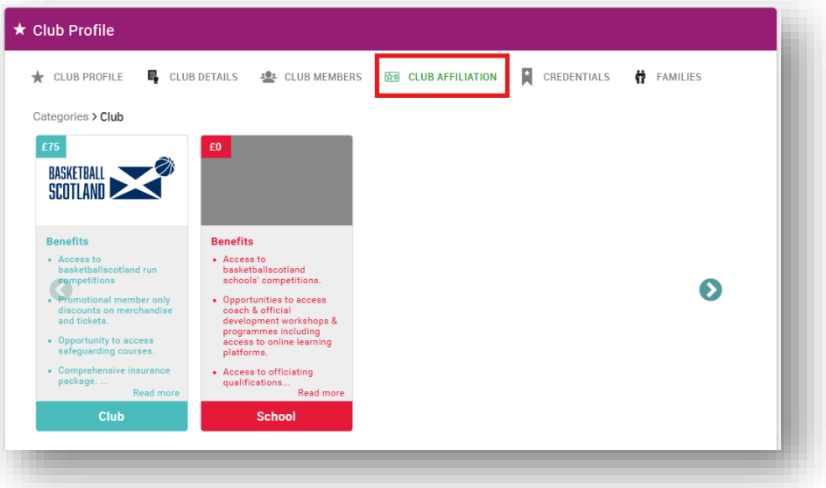
Reaffiliation

All Clubs must reaffiliate each year, the first year of affiliation is free, there is a £75 fee for every year following.

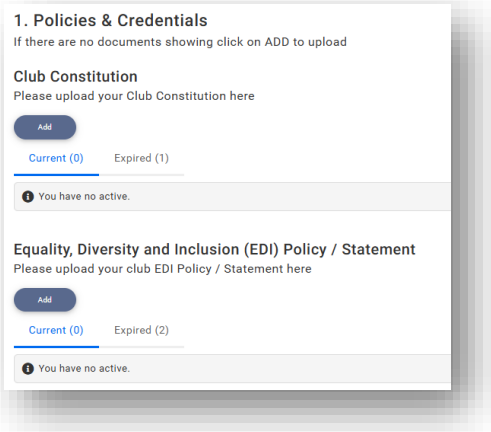


- To reaffiliate log into JustGo and find Club Affiliation under My Club.

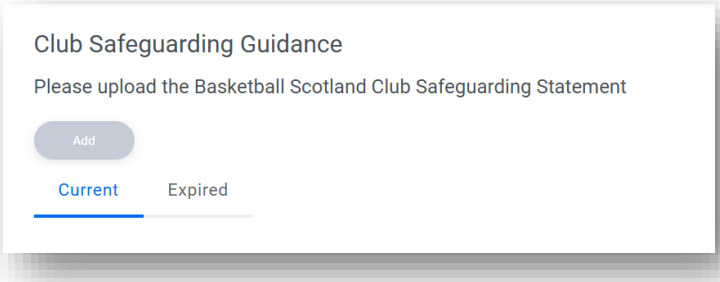
- In Club Profile select Club Affiliation.
  Then Club under Categories



- You will then be asked to upload your club Policies and credentials, if you don't already have them, or they have expired.
- For more information about the documentation required under Basketball Scotland's Minimum Operating Requirements please see **4. Essential Documents and Policies**



- Club Constitutions expire after 5 years
- EDI Policies expire after 3 years
- Club Safeguarding Guidance expires every year



4. ESSENTIAL DOCUMENTS AND POLICIES

Minimum Operating Requirements

- Is affiliated to Basketball Scotland.
- Has a chair and club administrator, who's contact information are updated with Basketball Scotland.
- All members have Basketball Scotland membership which are renewed annually.
- Agree to respond to dual registration requests as soon as possible.

Policies

In line with Basketball Scotland's Minimal Operational Requirements the following documents must be uploaded and kept up to date for club affiliation. Templates can be found on the Club Affiliation page.

Policy just to be uploaded as acknowledgement to uphold safeguarding standards

- **Club Safeguarding Guidance –** Expires every year

Policies to be edited and uploaded

- **Equality and Diversity Policy/Statement –** Expires after 3 years
- **Club Constitution -** Expires after 5 years
  Your Constitution is the document that sets out the purpose and rules of your club. It should simply and effectively detail how your club operates, outlining the functions and rules within which the club and its members will operate.

Your Constitution, alongside the club's policies and procedures, will help ensure your club is able to run smoothly as well as giving authority to your club committee to carry out their functions. A good constitution can provide protection to your members as well as the volunteers who manage the club's affairs.
If you are planning to incorporate your club as a charity or a community company the Charity Commission or Companies House as the regulators provide guidance, and if you are looking to apply for Community Amateur Sports Club Status there is guidance here.
What's the point of a constitution?
A good constitution:

- Explains the purpose of your club.
- Helps to protect members and volunteers.
- Gives guidance on how procedures should work.
- Helps to avoid, clarify and help to sort out internal problems.
- Enables your club to develop and progress, including incorporating if appropriate.
- Shows funders that you exist and what you are about.

Safeguarding / PVG

As a university club you must follow the rules, regulations and safeguarding policies of the leagues you are entered in during any competitions. And as part of a university, you will also subject the institutions regulations and reporting policies if any safeguarding issues arise during training.

For BUCS rules please see the link below.
BUCS-Safeguarding-Policy-October-2025.pdf

However, as your sporting governing body Basketball Scotland also requires you to acknowledge our safeguarding policies by signing and uploading

- Club Safeguarding Statement - uploaded to JustGo

If you have any specific queries around safeguarding, please contact safeguarding@basketball.scot