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**BASKETBALL ENGLAND COMMITTEE**

**MEETING MINUTES TEMPLATE**

**CLUB NAME – Cambridge Cats**

**MEETING LOCATION - Long Rd Sixth Form College**

**DATE & TIME – March 4th 2025**

**AGENDA:**

* Welcome: RKE
* Attendance & apologises: Terry Reaves
* Review of previous minutes:

Approved by: Chairman

Seconded by: Vice Chairman

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| **ITEM** | **DISCUSSION ITEMS** | **STATUS AND ACTIONS** |
| 1 | Agenda Item: BE Standards Process  Overview:  Basketball England's Club Standards and Benefits package will introduce a range of benefits  alongside a set of nationally recognised standards.  The aims is to protect the safety of our sport and provide greater playing experiences across the country. At the heart of this drive is a desire to support clubs in establishing good practices to align with Sport England's expectations and The Child Protection in Sport Unit (CPSU) framework.  The package has two levels which both have associated requirements and benefits.   * Level 1 - Accredited (Clubs must meet these standards by March 30 to enter the Jnr. NBL in 2025/26)   Level 2 - Leading Club (Clubs are encouraged, but not required to meet these standards | Cambridge Cats to apply for Level 2 Leading Club Status – All relevant documents complete and available on website |
| 2 | Agenda Item: Level 2 Standards Requirements  Leading Club Requirements   * Structure: Club has over 70 registered Basketball England members * Club Development: Club delivers a Women and Girls initiative and a Slam Jam programme * People: Club uploads meeting minutes and a committee board skills matrix, as well as having a ED&I statement on their website * Safeguarding: Club routinely seeks feedback from members about safeguarding to seek continuous improvement * Financial Management: Club uses budget and cashflow template * Policies and Procedures: When onboarding committee members, a declaration of interest form is completed | Actions:  Head Coach - Review Development Plan complete  Vice Chari - Review Club Constitution complete  Chairman - Review Minutes and EDI statement complete  Chairman - Complete Committee Skills Matrix complete  Treasurer- Transfer 2023/24 and 2024/25 accounts to BE template complete  Chairman - Review all Declarations of Interest complete  Welfare Officer - review safeguarding website complete |
|  | Agenda Item:  Level 2 Standards Submission | Vice Chairman - submit standards application to BE March 30th  Chairman ensure all information is available on the website |

* Date of next meeting: 24th May 2025
* Any other business (AOB): None