



The British Basketball Federation

The British Basketball Federation (British Basketball) is the National Governing Body (NGB) responsible for basketball in Britain and took on the International Federation (FIBA) membership role from the Home Country Associations in October 2016.

The goal of British Basketball is to create a world class elite basketball programme in Great Britain and to lead the overarching strategy for the growth of basketball in England, Scotland and Wales. It plans to achieve this by:

- Creating a sustainable financial plan in collaboration with the Home Country Basketball Associations, by effectively managing the intellectual and commercial properties of elite basketball in Great Britain, and to raise public and private funding for the execution of elite programmes.
- Developing a strategic and collaborative high performance strategy and World Class Performance Plan. This collaborative strategy will require engagement with other basketball and sporting bodies including the Home Country Basketball Associations, the licensed professional league and British Universities & College Sport to support and enhance the performance of elite players and Great Britain teams.
- Developing and operating a communications, marketing and public relations policy in relation to British Basketball's World Class Performance Plan.
- Implementing and overseeing an effective selection process for Great Britain teams in FIBA competitions.
- Ensuring that a strategic framework is put in place within which competitions at Home Country Basketball Association level provide appropriate opportunities for the development of elite players on a British Basketball performance pathway programme.
- Licensing domestic professional competitions and leagues in Great Britain for both men and women that grows the standards, profile and following of basketball in Great Britain. For the avoidance of doubt, the Home Country Basketball Associations retain the right to exploit and license competitions and events which take place within their territory and jurisdiction.
- Bidding for and stage any of the competitions of FIBA or the Age Group competitions of FIBA as is seen appropriate.
- Collaborating with the Home Country Basketball Associations to establish and agree a strategic framework to help grow participation of basketball and strengthen Home Country performance pathways throughout Great Britain.

Other duties of British Basketball include:

- Affiliating to, and representing the interests of, basketball in Great Britain within the BOA.
- Building relationships with, liaising and working alongside the British Government, Government departments, Government agencies, the BOA, the Home Country Basketball Associations, relevant national and international sporting bodies, FIBA, FIBA Europe, professional basketball leagues and any other body or organisation it deems appropriate, in respect of the development of basketball in Great Britain.
- Affiliating to, and be a member of, FIBA on behalf of each of the Home Country Basketball Associations.
- Developing and maintaining an international relations strategy as well as developing British Basketball's international policy positions.

British Basketball Directors are expected to sign up to its Code of Practice, which provides a framework within which the Board operates. (A copy of the Code is attached at appendix 1 for information).



Role Description

Responsibilities:

1. Statutory Duties

- 1.1. To act as a Director of the British Basketball Federation in the best interests of the Company with honesty and good faith.
- 1.2. To use such personal and professional skills together with such contacts, experience and judgement as they may possess with integrity and independence to optimise both the short and long-term performance of British Basketball.
- 1.3. To play a full part in enabling the Board of Directors to arrive at balanced and objective decisions in the performance of its agreed role and functions in relation to the British Basketball strategic plan and any encompassing government funding agreements.
- 1.4. To ensure that the obligations and responsibilities of British Basketball, as determined by its Articles of Association and Annual General Meeting, are fully, promptly and properly performed.

2. Strategic Leadership

- 2.1. Support and challenge the Chair, and executive team to drive and deliver the British Basketball strategy in accordance with the mission and values.
- 2.2. Provide a strategic perspective, champion change and challenge the status quo to ensure British Basketball takes a long-term, big picture view for the success of the sport nationally.
- 2.3. Monitor, challenge and evaluate the performance of the strategic plan in meeting agreed goals and objectives.
- 2.4. Contribute to and bring leadership and independent judgement to matters placed before the Board of Directors in the key areas of strategy, marketing and communications, finance, people and governance.
- 2.5. Advocate British Basketball's strategic aims, ensuring that the necessary human and financial resources are in place to successfully deliver.

3. Governance

- 3.1. Work collaboratively with, and support, the Chair, and executive team.
- 3.2. Contribute fully to Board discussions, take collective responsibility for Board decisions and represent the collective Board view to external stakeholders and audiences.
- 3.3. Maintain confidentiality, as appropriate and when requested by the Chair, and agreed by Board consensus.
- 3.4. Encourage positive challenge and address any conflicts within the Board.
- 3.5. Support the Chair to encourage the Board to take decisions fully, promptly and properly.



Role Description and Person Specification

- 3.6. Ensure integrity of management and financial information and that financial controls and systems of risk management are robust and defensible.
- 3.7. Work with other Board Directors and Chair to make governance arrangements effective for British Basketball.
- 3.8. Place on the agenda for Board meetings, any matters relating to British Basketball business which the Director considers should be discussed.

4. External relations

- 4.1. Be aware of the interests of all stakeholders (including funding agencies and the membership) and maintain close and positive relationships with key members of FIBA, Sport England, UK Sport, Home Country Basketball Associations and other key influencers.
- 4.2. Develop business and sporting network contacts with key organisations in order to obtain views and influence wider opinion.
- 4.3. Be an ambassador for British Basketball at external functions, meetings and events when appropriate.
- 4.4. Facilitate change and support, where appropriate, the resolution of potential conflict with external stakeholders.

5. Personal Obligations

- 5.1. Be an active advocate of British Basketball, its policies, objectives and its values of fairness, openness and honesty.
- 5.2. Ensure that s/he acts in the national interests of the sport ahead of club and/or or country specific interests, and declare any conflict of interest in this area.
- 5.3. Understand and comply at all times with the legal and other responsibilities of being a Board Director.
- 5.4. Disclose immediately any personal interest in any activity of British Basketball and/or possible or actual conflict of interests, and take no further part in any Board or committee discussion of the matter.
- 5.5. Not accept benefits from third parties which are intended (or which could be perceived as intended) to influence the Director's contribution to a discussion or decision of the Board, and will adhere to the rules and regulations regarding gifts and hospitality.
- 5.6. Seek continually to develop and refresh knowledge and skills to ensure any contribution to the Board remains informed and relevant.
- 5.7. Ensure that s/he fully understands and keeps up to date with:
 - 5.7.1.1. the business of the British Basketball and its services
 - 5.7.1.2. the sport and territories in which British Basketball operates
 - 5.7.1.3. the construction and delivery of the strategic plan and relevant funding agreement
 - 5.7.1.4. the external factors that affect British Basketball and its operation



6. Specific Accountabilities of the Role

The Board Director (Finance) works in close co-operation with, and provides support and advice to, the Business Director and Chief Executive. Specific responsibilities are to:

- 6.1 Guide and advise the Board in the approval of budgets, accounts and financial statements
- 6.2 Keep the Board informed about its financial duties and responsibilities
- 6.3 Advise the Board on the financial implications of the BBF's strategic plans and key assumptions included in management's operational plan and annual budget
- 6.4 Confirm that the financial resources of the BBF meet present and future needs
- 6.5 Understand the accounting procedures and key internal controls, so as to be able assure the Board of the BBF's financial integrity
- 6.6 Ensure that the accounts are properly audited, that accepted recommendations of the auditors are implemented, and meet the auditor at least once a year
- 6.7 Formally present the accounts at the AGM, drawing attention to important points

Additional information

7. Remuneration

- 7.1. This role is non-remunerated.
- 7.2. All reasonable out-of-pocket expenses will be reimbursed in accordance with established criteria.

8. Time Commitment and Responsibilities

- 8.1. Allow an annual commitment of approximately 20 days.
- 8.2. Attend all meetings of the Board of Directors called during the year (up to six per annum).
- 8.3. Allow time for preparation and follow up from meetings and any ad hoc response to Board related activities.
- 8.4. As the reasonable need arises offer time to the business of British Basketball that relates to elite performance and programme activity.
- 8.5. Be prepared to act as a member of any panel for which the Board desire to have representation.
- 8.6. Devote the necessary time and effort to fulfil their obligations and responsibilities.

9. Term of office

- 9.1. Subject to a re-appointment process based on a four year cycle.



10. Location of Board meetings

10.1. Meetings are normally held in London or the East Midlands but can be arranged elsewhere with consideration to the convenience of all Board members.

Person Specification: Appointed Board Director (Finance)

Applicants for the position of Appointed Board Director (Finance) for British Basketball should meet the following personal specification:

General skills & qualities required by all British Basketball Board Directors:

Key skills, experience and qualifications:

- Previous experience or understanding, from the commercial, charity, or voluntary sectors, of the work of a Board Director, trustee, partner or senior executive.
- A proven track record of delivering strategy and experience of participating in organisational transformation and change.
- An understanding of the changing environment in which National Governing Bodies (NGB) of sport work and an appreciation of the need for NGB's to professionalise and adopt a more commercial / business-oriented mind-set.
- Strong and proven commercial and financial experience and understanding.
- Ability to establish strong and positive working relationships with other Board members, Chair and executive team.
- Experience of building and maintaining strong and positive relationships with diverse groups of internal and external stakeholder.
- Connected individual who has built and maintained a strong, vibrant and diverse professional network.
- Clear understanding and awareness of the legal duties, responsibilities and liabilities of a Non-Executive Director.

Behavioural competencies and qualities:

- Willingness to embrace change and able to provide innovative thinking and solutions.
- Able to draw on and apply broad and diverse experience in the context of British Basketball.
- Open-minded and able to see the bigger, national picture for the sport.
- Enthusiastic and positive commitment to the mission, objectives and values of British Basketball as an organisation.
- Results and performance-driven.
- Confident and independent thinker able to challenge facts and assumptions in a constructive and positive manner.
- Willingness to listen to alternative views and take direction and advice from other Board members and Chair, and other key stakeholders.
- Able to communicate clearly and confidently in Board meetings and bigger forums.
- Strong interpersonal skills: active listening and communication skills - able to engage, influence, persuade and inspire people at all levels.
- High self-awareness – understanding of personal strengths and weaknesses. Drive and commitment to improve personal knowledge and personal performance.
- Strong personal integrity – does not compromise on ethical or legal matters.
- Strong intellect and ability to quickly grasp and distil complicated issues, identify the areas for decision making.



- Able to makes decisions objectively, based on understanding of facts and different perspectives.

Application Process

Candidates should submit their CV, together with a covering letter expressing their rationale for their interest and any specific business and/or sport competencies that they could bring to the role. Submissions by post or email are acceptable and should be sent to:

The Chairman
British Basketball Federation
c/o Martin Lindsey
Business Director
SportPark, Loughborough University
3 Oakwood Drive
Loughborough LE11 3QF
E-mail: martinlindsey@basketballgb.com

The closing date for applications is 12 noon, 13 November 2017.

British Basketball is fully committed to the principles of equality of opportunity and is responsible for ensuring that no applicants, staff (paid or unpaid), workers, office holders, volunteers, or participants (together "Stakeholders") are unlawfully discriminated against on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (together the "Protected Characteristics"). British Basketball welcomes applications from all sections of society.

The Board of British Basketball have adopted a target of maintaining a minimum of 30% of each gender on its Board and to progress towards achieving gender parity and greater diversity generally on the Board, including, but not limited to, Black, Asian, minority ethnic (BAME) diversity and disability. Applications are therefore particularly welcomed from females, people with disabilities and BAME groups as they are all currently under represented within the British Basketball Board.



APPENDIX 1

CODE OF PRACTICE FOR THE BRITISH BASKETBALL FEDERATION (BRITISH BASKETBALL) BOARD

Introduction

1. This code sets out a framework of expectations, behaviours and relationships for Directors of the British Basketball Board. (Where reference is made to Board members in the Code, this applies equally to Directors and Non Directors). It has been drafted, discussed and agreed by the Board and, therefore, it is incumbent on all who sign the code to uphold its sentiments and ensure it is, and remains, a living document.

Service Values

2. Board Members of British Basketball must at all times:
 - Observe the highest standards of propriety involving **impartiality, integrity and objectivity** in relation to the stewardship of British Basketball funds (regardless of their source) and the management of British Basketball.
 - Maximise **value for money** through ensuring that services are delivered in the most economical and efficient way, within available resources.
 - Be **accountable** for the activities of British Basketball and for the standard of advice it provides.

Standards

3. All Board Members must:
 - Follow the Seven Principles of Public Life set out by the Committee on Standards in Public Life (see appendix 1).
 - Comply with this Code, and ensure they understand their duties, rights and responsibilities, and that they are familiar with the function and role of British Basketball.
 - Act in good faith and in the interests of British Basketball.
 - Not misuse information gained in the course of their service for personal gain, nor seek to use the opportunity of service on the Board of British Basketball to promote their private interests or those of connected people, businesses or other organisations.
 - Ensure they comply with British Basketball's rules on the acceptance of gifts and hospitality.

Role of Board Members

4. Board Members have corporate responsibility for ensuring that British Basketball fulfils the overall aim and objectives set out in its Articles of Association, and that it complies with any statutory or administrative requirements for the use of public funds. They must:
 - Ensure that high standards of corporate governance and financial control and management are observed at all times.
 - Establish the overall strategic direction of British Basketball in the discharge of its duties within the policy and resources framework agreed by the Board.
 - Ensure that the Board operates within the limits of its authority and in accordance with any other conditions relating to the use of public funds.
 - Ensure that an adequate flow of information is supplied by British Basketball to investors and funders as required.
 - Ensure, in discussion with UK Sport or any other financier, that any policy advice from UK Sport or any other financier to British Basketball is clear and explicit.



- Ensure that a distinction is drawn and maintained between setting policy and agreeing strategy, which is the responsibility of the Board, and day-to-day management issues which have been delegated to the Accountable Officer and staff. These arrangements should be set down in writing.
 - Uphold corporate decisions made by the Board and, regardless of their personal views, ensure that outside Board meetings, collective decision making is upheld and respected. In addition, it is important that confidentiality is maintained at all times.
5. It is important to establish an agreed protocol for communications between British Basketball and key partners. The approach to each one will be discussed and agreed by Board Directors once Directors are recruited. In cases where further clarity is required, the Chairman will be the final arbiter of what the approach should be. These will include, but not limited to:
- UK Sport
 - Home Country Basketball Associations
 - British Olympic Association
 - Olympic Park Legacy Company
 - FIBA Europe and FIBA World
 - NBA
 - Contractors
 - Sponsors
6. In all the above cases, it is likely that there will be teams of people comprising Board members and staff involved with the management and development of these key relationships. It is essential that all involved contribute to the realisation of British Basketball's goals in a spirit of openness and trust. It is also important that it is appreciated that in some cases, partners may provide information on a confidential basis. However, while British Basketball personnel will wish to respect confidences, it will be important that the overriding considerations are the needs of the organisation and, therefore, it is essential that all involved share information with each other. The purpose of this Code is to give confidence that all who work by it will acknowledge the openness with which this type of information is provided, understand its value and respect the trust that has been placed on them by colleagues.

Handling Conflicts of Interests

7. The purpose of these provisions is to avoid any danger of Board Members being influenced, or appearing to be influenced, by their private interests in the exercise of their duties. All Board Members should therefore declare any personal or business interest which may, or may be perceived (by a reasonable member of the public) to, influence their judgement. This should include, as a minimum, personal direct and indirect pecuniary interests, and should normally also include, such interests of close family members and of people living in the same household. (Indirect pecuniary interests arise from connections with bodies which have a direct pecuniary interest or from being a business partner of, or being employed by, a person with such an interest. Non-pecuniary interests include those arising from membership of clubs and other organisations. Close family members include personal partners, parents, children - adult and minor - brothers, sisters and the personal partners of any of these.
8. Board Members are required to ensure that their interests are recorded in a Register of Board Member's Interests, which will be kept by the Company Secretary. This register of interests should be kept up-to-date and be available for viewing. Not less than every 12



Appointed Board Director (Finance)

Role Description and Person Specification

months each Board Member shall sign the Register of Board Member's Interests to confirm that it appropriately records the interests which they are required to record under this Code of Practice.

9. A declaration of any interest should also be made at any board meeting if it relates specifically to a particular issue under consideration, for recording in the minutes (whether or not a member also withdraws from the meeting).
10. Board Members should not participate in the discussion or determination of matters in which they have an interest, and should normally withdraw from the meeting if their interest is direct and pecuniary.
11. It is at the discretion of the Chair whether the individual Board Member should withdraw from the meeting during discussions of matters in which they have registered an interest.

Process in the Event of Contraventions of the Code

12. In the event of contraventions of the Code, the Chairman will draw together a panel comprising one Director who is not party to the contravention and an appropriately qualified independent external member. The panel will review information relating to any contravention and determine an appropriate sanction.

I agree to abide by the terms of the British Basketball Code of Practice.

Director's Name:

Director's Signature:

Date:



Appendix 2

THE SEVEN PRINCIPLES OF PUBLIC LIFE

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisation that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interests.

Leadership

Holders of public office should promote and support these principles by leadership and example.