



WBA CLUB GOVERNANCE POLICY

Introduction

The Werribee Basketball Association (WBA) is the largest non-professional sporting association in Melbourne's West. At the WBA our vision is to "Be the association of choice in Melbourne's West, providing the opportunity for everyone to participate in the game of basketball". Our goal is to grow and strengthen our basketball community, by providing basketball pathways that are affordable, accessible and inclusive for all players, coaches and officials.

The WBA requires all its member clubs to align with this overarching vision and mission and maintain strong governance and operational discipline to ensure continued strength and longevity of the WBA.

This policy outlines those governance and operational requirements in more detail, as well as defining the pathway from "Probationary Member Club" (new club within it's first two 2 years of operation) to "Affiliated Member Association".

Application to Join the WBA as a New Club

If a group of individuals wishes to form a new club and compete in WBA competitions, then they must apply to the WBA Executive in writing to become a Probationary Member Club. The application must include the following information:

- Name of club
- Certificate of Incorporation for the association, including the AIN
- Club contact details, e.g. for enquiries from the public
- Contact details of office bearers – minimum of President, Vice President, Secretary, Treasurer and Registrar
- Contact details of delegate for WBA matters, including Domestic Committee meetings
- WCC details for all office bearers – WBA listed in their organization details
- Uniform design – regular and clash uniforms
- Number of teams at commencement – minimum 2
- Club constitution

The WBA Executive will then vote in a committee meeting whether to allow the club into the competition, and advise the individuals of the outcome. Strong consideration will be given to whether the new club will grow the association (i.e. through affiliation with a new school or estate within the Wyndham region), and not overlap with the target population for existing clubs.

If a club already meets the criteria to become an Affiliated Member Club (e.g. if already operating under another association and wishing to move) then it may apply as above to the WBA Executive to immediately become an Affiliated Member Association.

Requirements of a Probationary Member Club

Within six months of their application being granted, all Probationary Member Clubs are required to provide the WBA with a plan of how and when they will become an Affiliated Member Association. The plan must be reviewed and re-submitted to the WBA Executive Committee every 6 months until all tasks are completed. Specifically, the plan must include details of when the following activities will be completed:

- **Strategy:** Outline the plan to grow the number of teams, and in which season they are targeted to be added. Provide details of how players/teams will be recruited, and also how you will support the WBA Strategic Goal of increasing female participation. Note: Minimum teams required for an Affiliated Member Association is four (4).



- **Constitution:** Each Affiliated Member Association must create, maintain and operate under its own constitution or 'rules'. The constitution must be in general alignment with the WBA Constitution. Consumer Affairs Victoria (CAV) also requires that the constitution contain the 'purpose' of the association. You can find a template on the Consumer Affairs Victoria website [here](#).
- **Audited Financial Reports:** An annual audit of the financials must be completed by a qualified independent auditor or CPA. A copy of the reports must be provided to the WBA on request, including P&L, Balance Sheet and Statement of Cash Flows for the past 2 years.
- **Annual General Meeting (AGM):** Conduct an AGM on a yearly basis. AGM minutes must be produced and an official copy of the minutes signed by two office bearers as verification of their completeness and accuracy.
- **Incorporated Association:** The club secretary is required to maintain registration as an Incorporated Association with Consumer Affairs Victoria. For more information, visit the CAV website [here](#).
Note: CAV requires that in order to incorporate, the association must hold a meeting to vote on whether to do so. All members must be given at least 21 days' notice of the meeting.
- **Consumer Affairs Victoria (CAV) Reporting:** Each club is required to maintain Incorporated Association status with CAV. After each AGM, each club must complete yearly submission of the Annual Statements to CAV. A copy of the statement and the submission receipt must be provided to WBA on request.

Once all these activities have been completed, the club may apply to the WBA Secretary to request a change from Probationary Member Club status to Affiliated Member Association status. Documented evidence of the above activities must be included with the application.

How to maintain Affiliated Member Association status

In order to retain status as an Affiliated Member Association, the following activities are required to be completed on at least an annual basis:

- **Strategy:** Each club is expected to have a strategy. The strategy should include growth goals for the number of teams in general, and specifically support the WBA Strategic Goal of increasing female participation. A plan of how this growth will be achieved should also be maintained and executed. . Note: Minimum teams required for an Affiliated Member Association is four (4).
- **Constitution:** Each Affiliated Member Association must create, maintain and operate under its own constitution. The constitution must be in general alignment with the WBA Constitution. Consumer Affairs Victoria (CAV) also requires that the constitution contain the 'purpose' of the association. You can find a template on the Consumer Affairs Victoria website [here](#).
- **Audited Financial Reports:** An annual audit of the financials must be completed by a qualified independent auditor or CPA. A copy of the reports must be provided to the WBA on request, including P&L, Balance Sheet and Statement of Cash Flows for the past 2 years.
- **Annual General Meeting (AGM):** Conduct an AGM on a yearly basis. AGM minutes



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- **Consumer Affairs Victoria (CAV) Reporting:** Each club is required to maintain Incorporated Association status with CAV. After each AGM, each club must complete yearly submission of the Annual Statements to CAV. A copy of the statement and the submission receipt must be provided to WBA on request. For more information, visit the CAV website [here](#).

Note: The governance requirements must be met in order to be eligible to receive rebates from the WBA. Only Affiliated Member Associations are eligible for rebates.

WBA Governance Requirements

The WBA requires all Affiliated Member Associations and Probationary Member Clubs to comply with, and actively participate in, the WBA governance activities below:

- **Club Committee:** Maintain a Committee to oversee club operations and governance. Mandatory committee member roles include (but are not limited to): President, Vice President, Secretary, Treasurer and Registrar. A Domestic Committee Meeting Delegate must also be identified, who may be a Committee Member or approved delegate.
- **WBA Domestic Committee Meeting Attendance:** Attendance at the monthly WBA Domestic Committee Meeting by the Domestic Committee Meeting Delegate. Note that penalties apply for non-attendance at meetings.
- **WBA AGM Attendance:** Attendance at the yearly WBA AGM by a number of Committee Members or approved delegates, as defined in the WBA constitution.
- **Member Records:**
 - **Committee Members:** As per the WBA Constitution, each club must maintain a current list of all its committee members, including their address and contact details, and the date they became or ceased to be a committee member. This committee information must be submitted to the WBA Secretary after each AGM.
 - **General Members:** Each club must also maintain their own member records for players and coaches, including name, address and contact details, as well as the date of becoming and/or ceasing to be a club member.
- **WCC Records:** Each club must maintain a log of the Working with Children Check (WCC) card numbers and expiry dates for all coaches, assistant coaches, team managers and committee members. Note: From late 2017, it is also required that all Member Associations provide evidence to show that the domestic club has been added by all WWC holders as an organization on the WCC website, for example through providing a copy of the confirmation letter from the Department of Justice.
- **Financial Status:** Each club must maintain current and accurate financial records at all times. Invoices from the WBA or Wyndham Basketball Limited (WBL) must be paid by the due date to ensure continued participation in competitions.

Note: Probationary Member Clubs are required to attend WBA Governance Meetings as above, however are not permitted to vote at Governance Meetings until becoming an Affiliated Member Association.



Requirements of All Committee Members

The WBA requirements for all committee members are as below. These requirements must be clearly communicated to all current committee members. In the case of committee member changes, these requirements must be communicated to nominees at the time of nomination/application for the position, or in the case of interim appointments or where nominations are taken from the floor at an AGM, within 1 week of acceptance of the position:

- Maintain a valid Working With Children (WWC) card at all times, and list the Probationary Member Club or Affiliated Member Association in the organisations list on the WWC website.
- Abide by the WBA Constitution, By-Laws, Policies and Procedures, as well as the Basketball Victoria Code of Conduct at all times, and encourage members of your club/association to do the same. For more information, visit the Policies page on the WBA website.
- Maintain strict confidentiality of all information discussed in your own committee meetings, and in the WBA Domestic Committee meetings.
- When communicating (in any form, including verbal, written or social media) with WBA members and non-members (including friends, family, and the general public), represent the WBA and its Committee members in a positive and respectful manner, and not make disparaging remarks and/or comments about the WBA, its committees, members and/or staff.
- Perform additional tasks outside of set roles, as and when required. This includes contributing to WBA activities such as grading, by-laws reviews, etc.