



Body Camera Policy April 2025

1. Policy Statement

The Wyndham Basketball Association (WBA) Constitution gives the Executive the responsibility for the control and management of the affairs related to basketball. The Executive, through this policy, outlines the delegations and responsibilities passed onto staff, Executive members and sub-committees for them to effectively fulfil their duties in an efficient and empowering manner, enabling them to act with clarity and certainty concerning their scope and operation.

2. Background

This policy statement covers all Executive members, members of the association, staff and its agents. It covers all volunteers (paid or otherwise), players, coaches, spectators, referees, supervisors and all members associated with either Wyndham Basketball Association.

With the advent of increasing abuse towards staff, other members of the association, volunteers, players, coaches, spectators, referees and supervisors there is a need to gather more information in relationship to incidents occurring within the realms of basketball.

In consultation with Basketball Victoria Tribunal – Wyndham they believed the addition of audio and sound to any incident would be invaluable in determining a case of “He said – She said”. In this way a more considered outcome to a hearing can be made by the Tribunal.

Permission to film

As part of the terms and conditions in the Wyndham Basketball Association PlayHQ database, every individual as part of their registration process to participate will need to agree to abide by all policies of the WBA including to allow the association to film. Therefore at every venue utilised by the association (Eagle Stadium and Outer Venues) the conditions of entry to any venue used under the control of Wyndham Basketball allows for Wyndham Basketball to film members of the public and association members whilst basketball is being conducted and the terms of its use. Clubs and Senior Team Delegates will be sent a copy of this policy to ensure they understand the purpose and conditions of this policy and it's availability on the Wyndham Basketball website.

Usage of Body Cameras.

Body cameras and recording devices will be used to assist in the identification of individuals and the events that have occurred which may lead to either an investigation by Wyndham Basketball under the terms of the constitution in order for disciplinary action by way of the tribunal.

Body Cameras are therefore for the purpose of the safety of all members and participants of the association. It is anticipated by utilising body cameras there will be a reduction in the proportion of abuse cases heard by the tribunal or authorised personnel. Where a designated staff member or an authorised agent has been given a body camera it can only be used with the following caveats:

- A) It is only to be used by the authorised member it is assigned to (Eg Lead supervisor)
- B) It is to only be activated when an authorised person believes that an incident is occurring or about to occur. Any such activation will be recorded in the session log including the reason why it was activated.
- C) Any misuse of the equipment outside of this policy may result in disciplinary hearings and even dismissal.
- D) The General Manager responsible for the Supervisors and staff will ensure that these individuals have read this policy and any queries answered. Acknowledgement will be via the signing of this policy.
- E) It can only be activated in the event the authorised member believes an incident may have occurred or has the potential to occur. It should be switched off when there is no incident suspected.
- F) At the end of the shift it is to be deposited in in a secure location (Eg the safe or locked office) and any usage needs to be recorded in the session log.



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- G) It is ONLY to be used for recording in public areas of the stadium (not in Offices, bathrooms, officials rooms, store rooms) but may include designated meeting rooms for the purpose of formal meetings..
- H) Any material collected may only be viewed on a needs to know basis and not for any type of publication. It can be requested from the Executive Committee and approval on a needs basis by :
 - I. Tribunal staff
 - II. WBA Executive and Staff
 - III. Technical Officials
 - IV. Club ExecutiveShould the Executive believe the matter is to be referred to either a tribunal hearing or an investigative committee then the Executive may turn down requests for access as outcomes are pending.
- I) At the discretion of the tribunal they may request the actual footage and are then subject to the rules surrounding video footage under Basketball Victoria.
- J) All staff using this equipment must sign this policy as evidence they have read and understand their obligations under this policy.
- K) Staff must inform patrons if the camera is recording to ensure they are aware of this (Appendix A).. Any member not wishing to be recorded must be informed that such a refusal to comply with this policy will result in a request to leave the stadium immediately for breaching the conditions of entry. Any issues surrounding child protection will be referred to the welfare officer.
- L) Any WBA Investigation is seen as an extension of the Executive and still bound by this policy with a view that any outcome from an investigation will be governed by either the Tribunal or under the authority of the WBA Constitution.

The following type of groups may request access to the Video from the Executive:

- I. Basketball Victoria – in order to review a charge or matter being/to be heard
- II. Technical Officials (in order to identify clearly the incident in order to write up an accurate report for the tribunal)
- III. Domestic Clubs -Still images may be taken from the video in order to help identify someone from their club
- IV. Child Safety Officer – In order to determine whether a matter should be referred to BV Safety Prevention
- V. Welfare Officer - – In order to determine whether a matter should be referred to BV Safety Prevention, the WBA Executive or a club executive.
- VI. Western Leisure Services (WLS) – in case the matter involves either damage to facilities or an incident involving facility staff.
- VII. Victorian Police or authorised government agency (e.g. Child Services)

Such requests will only be for the duration of investigation whether charges be layed against individuals and once charges are layed the clubs will no longer have access to these recordings.

At all times Wyndham Basketball will adhere to any lawful instructions or requests from Victorian police. Where the recordings are handed to the police, after verification of criminal charges the WBA shall delete the information handed to police at it then becomes a criminal matter and subject to criminal proceedings and rules of evidence.

Handling of the Videos

For this pilot Supervising Staff (ie red shirts), staff employed by WBA/WBL and members of the Executive can participate in the actual filming of activities in the stadium. The staff will signout the cameras and sign them back in together with the number of the device. At the conclusion of the session, the video will be either transferred to the competition laptop or the SD card will be placed in a plastic bag and deposited in the safe within the WBA office. This will be dependent upon the actual camera solution trialled.

Any video sent or seen by authorised members will be recorded in a log together with details of whom, why, when. Any videos destroyed by the General Manager will also be entered into the register.

Retention:

Videos not subject to a tribunal hearing or investigation will be deleted after 14 business days.

Videos subjected to tribunal hearings etc, will be retained for a period determined by the tribunal or the length of the tribunal suspension which ever is the longer depending upon appeal processes.



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This Pilot will continue for a period of 12 months from when they are first used. After which a review will be conducted by the Executive on its effectiveness.

Process of Storage:

At the conclusion of the competition night, the footage is to be placed in either the safe or locked office. It can only then be transferred by staff a dedicated WBA Video Laptop for viewing which will remain secured in the locked office at all times and clearly marked as "VIDEO LAPTOP".

Appendix A) Script for Designated Staff and/or Supervisors

"I believe this may result in an incident and I am obliged to tell you that this conversation is being recorded by video and audio and all footage will be stored by the WBA for purposes associated with this recording and may be referred to the tribunal or a WBA investigative committee."

OR

Should an incident already be in progress (Eg such as an altercation with a referee or a fight etc... It may not be practical to issue any such warning in which case please switch on the camera and simply record. As the players have already agreed to being filmed in the terms and conditions of entry into the competition and spectators have agreed to filming through the conditions of entry then there is no warning required.

Issued by
The Executive
Wyndham Basketball