



**Wyndham Basketball Association &
Wyndham Basketball Ltd. (WBA & WBL)
Governance Principles
December 2024**

Version 1.2

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Governance Principles

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Governance Principles

1. Good Governance

Governance is defined as the overall guidance, direction, oversight, and stewardship of a club and or association. This outlines the roles and responsibilities of the Executive Committee and its members in performing their elected duties.

Why Do We Need Good Governance?

A well-run organisation is attractive to new members. Good governance supports growth and development. Funding agencies, potential sponsors and government look favourably to well managed organisations. Good governance reduces risks.

It is easy for a volunteer Executive Committee member to fall into the trap of doing the "day to day" business of the organisation particularly when there are not paid as employees. The WBL has been established to run the operations of basketball on behalf of the WBA (See section 2.1). The role of the Executive is to look and set the strategic direction but leave the day to day running of the organisation to the Director of Operations (or General Manager). Setting KPI's for all key positions with regular reviews is a means of holding people accountable including the executive. The executive needs to focus on strategic direction and growth of the association. It is not looking at day to day tasks such as establishing fixtures, organising representative teams, venue allocations etc.

A matter for the executive might be viewed as strategic because it:

- Impacts on the organisation's relationships with stakeholders.
- Is part of the long-term goals and plans.
- Is requiring decision-making that impacts on the organisation's members.
- Impacts on the organisation's viability or poses a risk to the organisation.

2. Wyndham Basketball Association and Wyndham Basketball Ltd.

2.1. Background

Wyndham Basketball has 2 entities. Wyndham Basketball Association (WBA) is the main association responsible for the strategic direction and organisational structure for the running of basketball within the Wyndham local government area. It is incorporated under the Victorian Consumer Affairs. It is this body whose members include clubs, players, life members, coaches, referees and volunteers. As at June 2024, the number of members was in excess of 5,700. The second entity is Wyndham Basketball Ltd. (WBL). This is a company with ASIC and is limited by guarantee. What this means is the directors have limited financial exposure to the liabilities of the company.



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In 2014 the WBA established the WBL as a company in order to be responsible for the running of the operations for the basketball competition. This previously was run by the YMCA. This structure also gave the flexibility of registering this company for tax and the ability to then hire permanent employees. All operations and permanent staff are run and employed by the WBL without changing the structure of the WBA. The WBL is responsible for the running of the competition on behalf of the WBA. The members of the WBA Executive Committee are automatically elected as Directors of the WBL for the term of their office on the WBA and whilst they remain a member of the Executive. The Directors of the WBL (ie the Executive) are solely responsible for implementing the directions of the WBA and each Director limited exposure to liability (\$20 each). Should the WBL fold for any reason all remaining assets are to be transferred to the WBA. Directors of the WBL only exist whilst these Directors are members on the WBA Executive Committee. Once a person resigns, replaced or is dismissed from their position on the WBA Executive they automatically and immediately relinquish their position on the WBL Executive together with ALL voting rights. The ONLY member of the WBL is the WBA and all ownership therefore rests with the WBA.

The WBL is an Association Limited by guarantee and bound by all compliance rules and legislation specified by ASIC and governed by the legislation in the State of Victoria. Should there be any conflict between the WBA Constitution and the WBL Constitution, the WBA Constitution will always take precedence.

In order to simplify the organisational structure it was resolved on 11th September 2024 to merge the WBA and WBL into a single entity. This entity will be the WBA and that all assets of the WBL will be transferred to the WBA with a view of dissolving the WBL at some future date following a governance review.

2.2. Mission of the WBA

“To grow and strengthen the community, by providing basketball pathways that are affordable, accessible and inclusive for all players, coaches and officials”

2.3. Vision of the WBA

“To be the association of choice in Melbourne’s West, providing the opportunity for everyone to participate in the game of basketball”

2.4. Changes to this Document

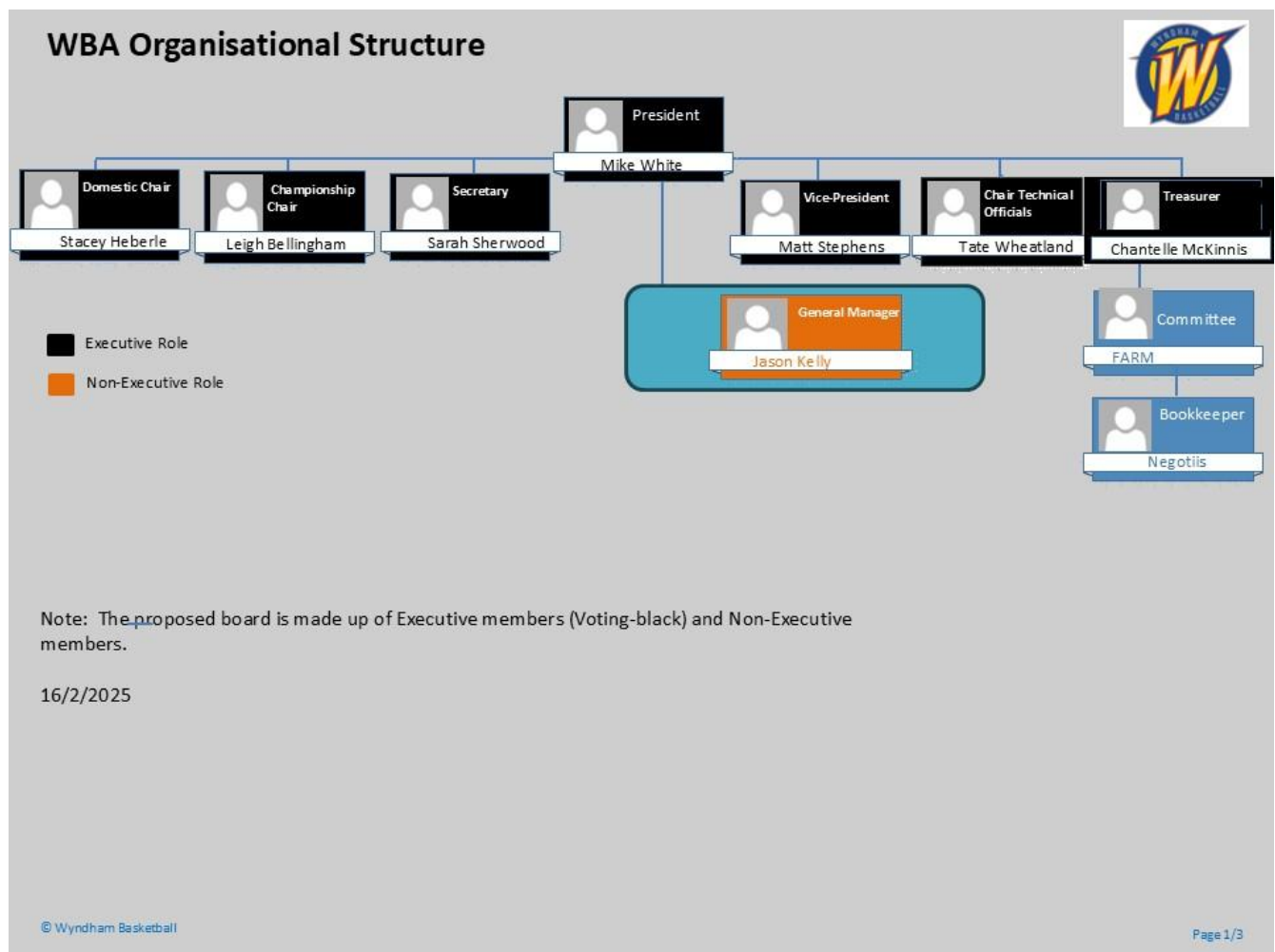
There can be changes to this document made by the Executive on the condition that:

- a) The change is formally moved, voted on and be unanimous in the decision to adopt any changes. The changes must be presented at the next WBA AGM or SGM for explanation.
- b) Must be formally recorded in the minutes including who moved and seconded the motion
- c) There must be a complete quorum of all members of the current Executive and
- d) There must not be more than one vacancy on the Executive Committee at that time



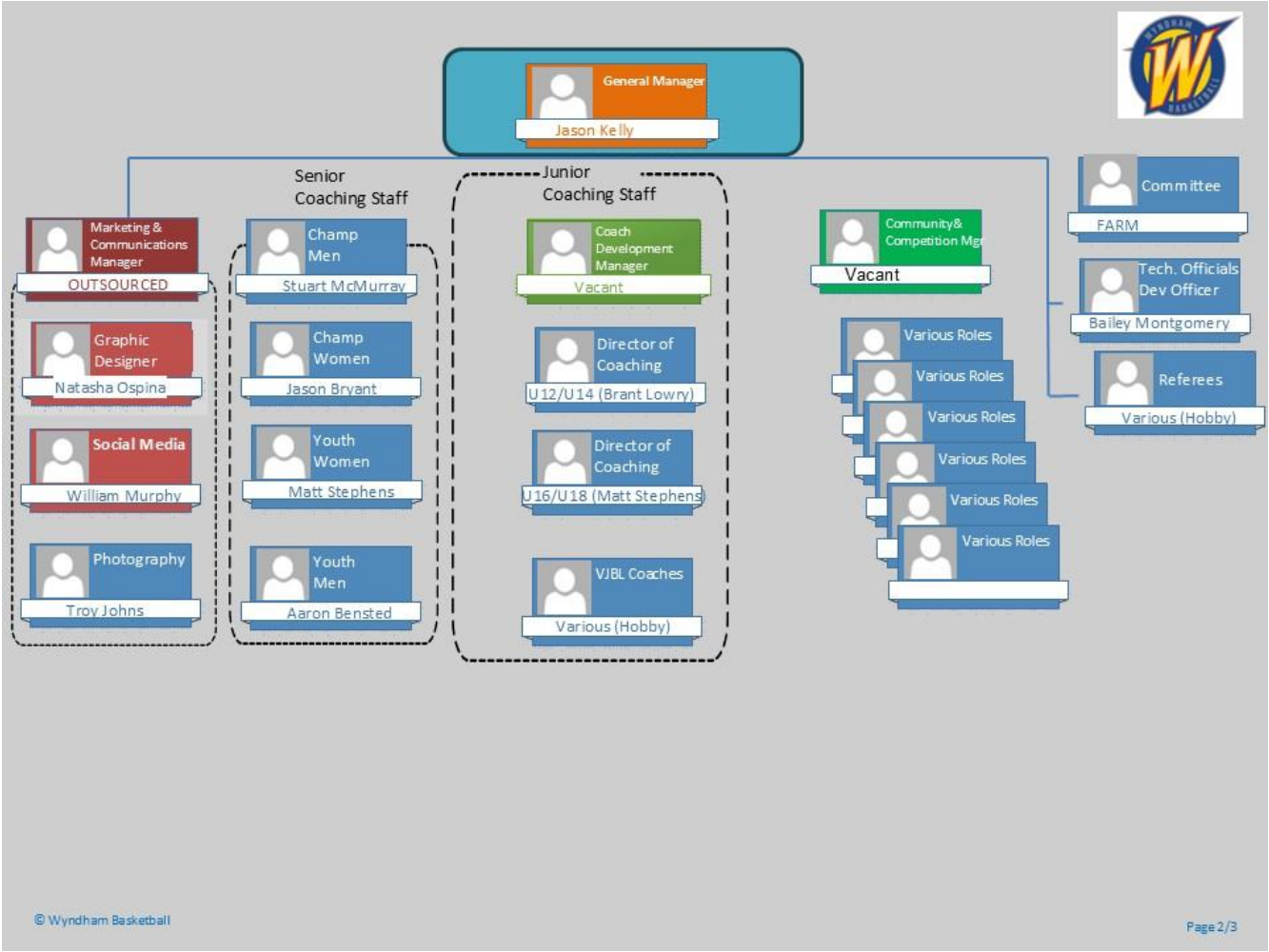
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3. Organisational Structure WBA/WBL



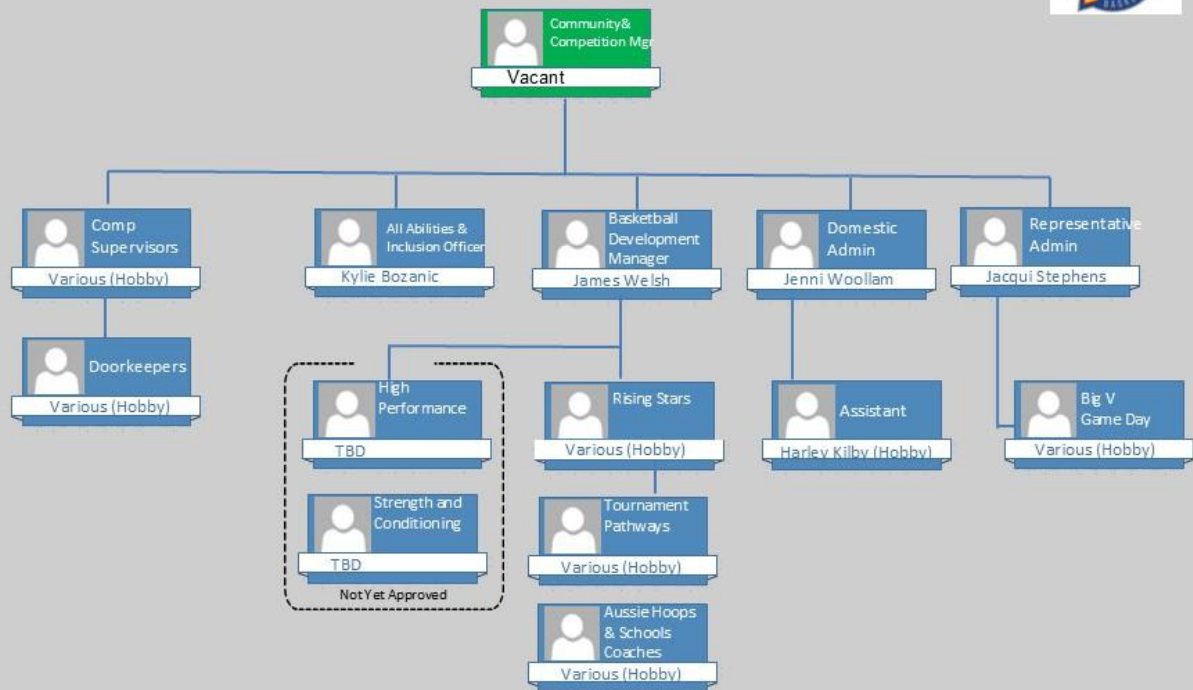


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4. Committees Under the WBA

In order to run a large association, various sub-committees are formed with specific interests in various areas of the WBA. These sub-committees include:

4.1. The Executive Committee

Members of the Executive Committee are elected at the AGM either every year or every odd year.

These roles are:

- President – 2 year term every odd year
- Vice-president – 2 year term every even year
- Secretary – 2 year term every odd year
- Treasurer – 2 year term every even year



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TOC Chair – 2 year term every even year

Domestic Chair – 2 year term every odd year

Representative Chair – 2 year term every odd year

Ultimate accountability rests with the members of the Executive for the successful management of the WBA.

4.2. Domestic Sub-Committee

This committee is made up of the many junior domestic clubs and have representation by either the club president, the club registrar or a delegate. The primary responsibility is to ensure smooth running of the domestic competition and development of any By-Laws applicable for playing local basketball. Depending upon the size of the club – defined by the number of teams – will also determine the number of votes that club has in representing their club members at any AGM or SGM. This committee is chaired by the Domestic Chair person whom is elected at the WBA AGM for a term of 1 year. Their role is to ensure each member of the domestic committee is heard and consensus is reached as well as leading the discussions on any competition By-laws that may need to be addressed. This forum is always open for senior domestic delegates to appear at but experience has shown they will generally address any concerns directly with the Chairperson.

4.3. Championship Sub-Committee

The championship committee has 5 elected members at the WBA AGM for the period of 1 year. They include the Chairperson, the uniform person and 3 general members. They are responsible for creating a budget for both VJBL and Big V for submission to the Executive and FARM for approval. As the cost of Big V teams is substantial it is not unusual for this program as a whole to run at a deficit. This committee ensures the smooth running of VJBL and Big V programs. It is responsible for being the initial contact point for all issues on the program. It approves the player selection process as well as the appointment of coaching staff, game day staff and commissioners.

4.4. Technical Officials Sub-Committee

The Technical Officials Sub-Committee or TOC for short is a committee responsible for the recruitment, education, well being and retention of referees for the WBA. As part of the WBA commitment on this vital part of the program the WBA funds the Technical Officials Development Officer (TODO). The TODO is responsible for not only the development of the officials but also to ensure that the WBA have representation on the necessary panels (ie Panel Referees) to ensure home games are awarded to the WBA.

The Chairperson for the TOC is elected at the AGM for the WBA for a period of 2 years. The remainder of the positions are elected by the referees themselves as a group at their own AGM as they themselves are from a historical perspective a separate incorporated body setup and operated as



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per normal clubs within the association. As the TOC are as large a body as a club they too have similar voting rights under the constitution as some of the larger clubs.

4.5. Finance, Audit and Risk Management Committee (FARM) – NOT YET IMPLEMENTED

Purpose: To ensure that WBA & WBL finances are handled responsibly and enable the implementation of sound day to day financial management practices with clear parameters. The FARM will sit across both structures WBA and WBL and report on the health and direction of both entities. This will ensure consistency and transparency for the WBA.

POLICY STATEMENTS

The FARM Sub Committee of Management will ensure that:

- a) A suitably qualified person is recruited to the role of Treasurer
- b) Adequate support through a financial sub-committee of the Executive is established
- c) We have purchased up to date financial software to manage our Finances
- d) An approved budget for the year is determined, and that expenditure is within budget
- e) Sufficient income is available to meet the budget requirements
- f) All funding agreements are adhered to and acquitted as required
- g) Monthly financial management reports are produced and presented to the next FARM Sub-Committee Meeting
- h) All legal and taxation requirements are attended to and delivered on time
- i) An independent audit is completed following the end of financial year by a suitable qualified auditor that is able to produce a CPA audit statement
- j) All chartered accounts used are appropriate and give the necessary financial insight into the operations of the organisation.
- k) The FARM committee will produce a monthly report to the Executive of the WBA and the Directors of the WBL detailing the health and risks to the organisation as well as a report on expenditure against budget.
- l) The FARM does have the unique ability to call a Special General Meeting under the WBA Constitution should it feel the Executive Committee has breached any of the following:
 - I. Financial Mismanagement
 - II. Breach any clause of the WBA Constitution in relationship to strategic funding
 - III. Sign contracts that are not in the best interests of the WBA
 - IV. Operate in a manner or have a conflict of interest that is not in the best interests of the WBA.
 - V. Breach any 'spirit' of the Governance Principles outlined in this document including any material changes to this document without a unanimous decision of the Executive as recorded by the secretary in the minutes. There are to be no more than one vacancy on the Executive at that time.



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Under no circumstances are there to be any personal or company loan agreements to either individuals or companies outside of the WBA or WBL.

4.6. Incident Investigation and Discipline Sub-Committee

There are occasionally complaints made to the Executive that are either complex, serious enough to warrant investigating further to determine the probabilities of truth or even involve members of the Executive or staff. In such instances determined by the Executive they may form an investigating committee. This sub-committee would be asked to seek the truth on a matter and come back to the Executive with recommendations on how to proceed. They can recommend dismissal of the accusations, alternatively recommend it to proceed to tribunal hearing or even seek some level of sanctioning for permanent staff or members. They could make other appropriate recommendations within the authority of the WBA constitution. It would be up to the Executive how to proceed on any recommendations made.

4.7. Strategic Sub-Committee

From time to time the Executive may form a strategic sub-committee. This committee is formed with the intent of formalising both the terms of reference for a strategic paper or to do a review on progress against a strategic plan. In formulating a framework or terms of reference for a strategic plan this committee will include a number of external stakeholders. These are determined by the Executive but could include members of Basketball Victoria (BV), Life Members (ensuring the goals of the WBA are consistent) and even Wyndham City Council to ensure that the plan takes into account the strategic directions of local council.

4.8. Marketing and Communications Sub-Committee

The Marketing and communications sub-committee ensures that all marketing material is approved and the brand/logo is best presented to the market place and correct. It is to establish a framework and protocols for conducting events and maximising the exposure of our brand. This committee will notionally own all external communication to third parties, the choice of communication channels as appropriate, the monitoring of any posting to ensure it is appropriate and meets the social media guidelines. To mediate these channels and take any corrective action necessary. Writing of social media guidelines and ensuring the necessary budget is prepared and tracked.



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4.9. Tribunal

The Tribunal committee act independently of the Association and it would not be appropriate if somehow they could be influenced by the WBA. The WBA is responsible for ensuring they have the necessary resources to conduct themselves in a manner required by Basketball Victoria. The tribunal is staffed by volunteers and only the secretary is elected at the WBA AGM to co-ordinate the tribunal hearings. Although independent of the WBA the Tribunal must at all times act with integrity and recognise they too represent Wyndham values.

5. *Conflicts of Interest*

There may be from time to time a need to register a conflict of interest. This is for any staff or committee member that may have even a perceived conflict of interest. This conflict must be declared to the Association Executive Secretary and be recorded in a register they will keep up to date. This register is to be made available to any member so wishing to review.

Any and all conflicts of interest (including perceived) must be declared by members of the executive including members of staff employed by the WBL. A financial delegation cannot be exercised where the person holding the delegation has a conflict of interest. They may not approve any action or transaction that provides them with a direct benefit.

See Appendix 3 : Conflict of Interest Policy for further information.

6. *Expectations on All Committee Members and Codes of Conduct*

How meetings are run and the expectations on members behaviour is paramount to a constructive and effective meeting. Any Executive Member that has either a registered conflict of interest or a perceived conflict of interest must remove themselves from all discussions regarding the matter.

6.1. Code of Conduct for all Executive Members and Committee Members

The WBA Executive and members of all sub-committees are expected to adhere to the Basketball Victoria Code of Conduct for Administrators. This is listed in Appendix 2.

In addition to the BV code of conduct it is expected that all members of any sub-committee will:

- a) Treat every person on the committee with respect and courtesy. This extends to giving each member the opportunity to be heard without being spoken over.
- b) Never swear or use offensive language or colloquial phrases others may take offence at



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- c) Never use your position of authority to the detriment of others however as a committee you may rule in accordance with the authority and remit of the committee as a whole.
- d) Don't participate in rumour, innuendo or gossip without having established the validity of the statements.
- e) Ensure all reports are accurate and clear in their statements and not open to misinterpretation or ambiguity.
- f) Agree to subject themselves to a police reference check if asked to enable a positive outcome

7. Delegation of Authority

The delegation of authority is specified in a different document called "Delegation of Authorities – June 2024". This is held by the Executive Secretary.

8. Executive Committee Skills

Appointed Directors should collectively have the skills, knowledge, and experience to effectively govern and direct the organisation. The skills and attributes of the Executive Committee can be broadly categorised as follows:

- Governance skills (skills directly relevant to performing the Executive Committee's key functions).
- Industry skills (skills relevant to the sports industry, membership services or not-for-profit sector).
- Personal attributes or qualities that are considered desirable to be an effective Director.

The Executive Committee should also encompass desirable diversity in aspects such as gender, age, and different perspectives.

The skills, knowledge and experience required on the Executive Committee will change as the organisation evolves. In relation to each skill identified below, the Executive Committee can use the below as a guide to ensure reasonable diversity and a broad range of skills are evident across the Executive Committee. Good Governance

Skill Area	Description
Strategy & Planning	Ability to think strategically; identify and critically assess strategic opportunities and threats. Develop effective strategies in the context of the strategic objectives of the associations relevant policies and priorities.



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Policy Development

Ability to identify key issues and opportunities for the association and develop appropriate policies to define the parameters within which the organisation should operate. Experience in the application of corporate governance principles in a commercial enterprise, not-for-profit enterprise, or other regulated entity.

Governance, Risk & Compliance

Financial Performance

Qualifications and experience in accounting and/or finance and the ability to:

- Analyse key financial statements.
- Critically assess financial viability and performance.
- Contribute to strategic financial planning.
- Oversee budgets and the efficient use of resources.
- Oversee funding arrangements and accountability

Government Relations

Experience in managing government relations and industry advocacy strategies. Knowledge of local council.

Marketing & Communications

Knowledge of and experience in marketing services to members and public promotion campaigns.

Experience in, or a thorough understanding of, communication with industry groups and/or end users through a range of relevant communication channels.

9. Confidentiality and Reporting

Breaches of this policy must be reported to the WBA & WBL Executive within 14 days of any occurrence being known. Breaches of this policy must be kept confidential, and disclosure to any third party beyond WBA & WBL management is not permitted unless the executive grants this in writing. The appointed book keeper for the WBA & WBL are automatically considered as extensions of the executive for accounting purposes.

Each and every committee member is expected to sign and adhere to the Non Disclosure Agreement that they will sign within 7 days of taking up any position or at their first meeting whichever comes first.

Once an Executive Member has resigned they must return or destroy all material and IP relating to Wyndham Basketball which is not public knowledge (ie we do not have an NDA with them). They may also be asked for a statutory declaration stating no material is in their possession.



Governance Principles

Appendix 1: – Role Descriptions for Executive Committee Members

1.1 Committee Member Role Description

The Executive Committee's primary role is one of trusteeship on behalf of its members and stakeholders, ensuring that the Wyndham Basketball Association (WBA) remains viable and effective in the present and for the future.

As an "office holder" you must exercise power and discharge your responsibilities with the degree of care, diligence and:-

- I. make the judgment in good faith for a proper purpose; and
- II. not have a material personal interest in the subject matter of the judgement; and
- III. inform yourself about the subject matter of the judgement to the extent that you believe to be appropriate; and
- IV. rationally believes that the judgement is in the best interest of the association.

The WBA Executive Committee will:

- I. determine the WBA strategic direction, core values and ethical framework
- II. make decisions for the betterment of the WBA and basketball as a whole and not promote or advance the self interest of individual clubs
- III. appoint, dismiss, direct, support professional development for, evaluate the performance and determine the remuneration of the General Manager
- IV. approve, monitor and review the financial and non-financial performance of the organisation
- V. ensure an effective system of internal controls exists and is operating as expected, and that policies on key issues are in place and appropriate and that these can be applied effectively and legally to those participants or persons whom they are intended
- VI. ensure risks are identified and managed within acceptable levels of appetite.
- VII. ensure the Association complies with all relevant laws, codes of conduct and appropriate standards of behaviour.
- VIII. provide an avenue for key stakeholder input and participate into the strategic direction of the organisation
- IX. undertake a self-assessment of its performance at least annually
- X. be appropriately prepared for and attend the Executive Committee meetings that are held at Eagle Stadium as determined by Executive Committee, the frequency of which is reviewed annually. In addition Executive Committee members will attend the annual AGM, sub-committee meetings and other major events such as awards and social functions.



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1.2 Executive Committee Portfolios

There are various portfolios that members of the Executive Committee are expected to take on and lead. These include :

Portfolio	Lead	Comment
Strategy	President	
Governance	President	
Information Technology	Vice-President	
Redundancy	Vice-President	This pertains to both equipment and continuity of services offered by positions
Correspondence	Secretary	
Marketing	Secretary	
HR	Secretary	
Financial Governance	Treasurer	
FARM	Treasurer	
Budgets	Treasurer	
Domestic Related Matters	Domestic Chair	
Representative Matters	Representative Chair	
Officials	TOC Chair	
Staff Related Matters	GM/DOO	
Operational Matters	GM/DOO	



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WYNDHAM BASKETBALL ASSOCIATION

EXECUTIVE COMMITTEE ROLE POSITION DESCRIPTION PRESIDENT

The President is primarily responsible for ensuring that Wyndham Basketball Association sets and meets the strategic objectives and direction of Wyndham Basketball Association. The President is also responsible for ensuring that the strategic objectives are administered according to the Association rules and completes all legal and compliance obligations.

The President of Wyndham Basketball Association (WBA):

- I. Demonstrates leadership
- II. Inspires trust and confidence in Executive Committee Members
- III. Creates an inclusive environment
- IV. Fosters a collaborative approach and processes
- V. Provides a positive public face to the organisation
- VI. Demonstrates commitment to WBA Values
- VII. Act in the best interest of the WBA members at all times
- VIII. Agrees to undertake a police check

The President or in the President's absence, the Vice-President is the Chairperson for any general meeting and / or special meeting.

STRATEGIC

- I. Provide Leadership and Strategic Direction for the WBA
- II. Ensure (in consultation with all Committee members) that the WBA objectives, goals and mission are being followed.
- III. Ensure (in consultation with all Committee members) that the WBA complies with all governing laws and regulations
- IV. Ensure (in consultation with all Committee members) that the WBA operates in an ethically, environmentally, inclusive and social responsible manner
- V. Produce (in consultation with all Committee members) a Strategic Plan for the WBA



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MANAGEMENT

- I. Ensure the harmony of Executive Committee deliberations
- II. Report (in consultation with all Executive Committee members) to the Annual General Meeting (AGM) a review of the previous year and projection for the future both short term and long term
- III. Chair Executive Committee meetings according to the WBA rules, by-laws and Constitution
- IV. Manage (in consultation with all Executive Committee members) the succession of the position of President
- V. Build and maintain positive relationships with council, national and state stakeholders ensuring compliance, regulations and guidelines are followed
- VI. Engage and strengthen relationships with Domestic Presidents, Sponsors and local businesses to ensure a good working relationship and help secure financial Sponsorships

MARKETING

- I. Serve as the spokesperson for the Wyndham Basketball Association as appropriate
- II. Promote the WBA in the community as opportunities arise
- III. Serve (in consultation with all Executive Committee members) in negotiation with other organisations

GOVERNANCE

Ensure that:

- I. All legal requirements are met
- II. Engage (in consultation with all Executive Committee members) budget development, financial planning and reporting comply with legal requirements and are reported and approved to the WBA Executive Committee
- III. The performance of all legal requirements are fully documented

Ideally the President is someone who:

- I. Has excellent communication and interpersonal skills
- II. Has an understanding of constitution, rules and overseeing governance structures
- III. Hold a current volunteer "working with children" check
- IV. Understanding of compliance requirements for community-based sporting organisations.
- V. Experience with managing organisations, business or domestic club
- VI. Financial management and budgeting experience.
- VII. Commitment to diversity, equity, and inclusion

The President is appointed for a two-year term.



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WYNDHAM BASKETBALL ASSOCIATION

EXECUTIVE COMMITTEE ROLE POSITION DESCRIPTION VICE-PRESIDENT

The Vice-President of the Wyndham Basketball Association demonstrates leadership; inspires trust and confidence in Committee members; creates an inclusive environment; fosters collaborative processes; provides a positive public face to the organisation; demonstrates commitment to organisational values; resolves disputes; and fosters development of the Committee.

The Vice President will work closely with the President to support them to undertake the leadership and governance responsibilities of the Association.

In addition to the responsibilities outlined in the Executive Committee Members Role Description, the Vice President shall:

Meetings	in the President's absence, the Vice-President shall preside as Chairperson
Other duties	As outlined in Appendix section 1.1 Committee Members Role Description

The Vice President is expected to:

- act in the best interest of the members at all times
- attend all Executive Committee meetings
- undertake the role in good faith and honesty

If at any stage the Vice President becomes aware of a personal conflict of interest, real or perceived, between themselves and the Association, they should immediately notify the Secretary of the conflict, who will immediately inform all other committee members.

The Vice-President is appointed for a two-year term.



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WYNDHAM BASKETBALL ASSOCIATION

EXECUTIVE COMMITTEE ROLE POSITION DESCRIPTION SECRETARY

In addition to the responsibilities outlined in the Committee Members Role Description (below) the Secretary must undertake the following statutory duties:

- The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment in accordance with Section 74 of the Associations Incorporations Reform Act 2012
- Must keep and maintain a register of members consistent with Section 56 of the Association Incorporations Reform Act 2012

It is expected that the Secretary will also undertake the following duties:

Governance

- I. Ensure the preparation and adoption of appropriate Committee policies

Planning

- I. Ensure that appropriate rules and by-laws are in place

Meetings

- I. Organise the venue for Committee meetings
- II. With the Chair, prepare the agenda in advance of each Committee meeting
- III. Organise meeting papers for distribution in a timely manner before the meeting with enough time for review (Eg 1 week)
- IV. Take minutes at each Committee meeting and circulate to Committee members in a timely manner.

Administrative & Management

- I. Serve on committees as required
- II. Ensure a register of members is properly held and maintained
- III. Handle the procedures for the discipline, suspension and expulsion of members
- IV. Handle the procedures for the resignation of members
- V. Organise General Meetings and notify Committee members in advance
- VI. Receive nominations for positions on the Committee
- VII. Keep in their custody all books, documents and securities, and make them available to members as requested
- VIII. Personally carry out administrative duties as assigned by the Chair
- IX. Promote the organisation in the community as opportunities arise



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Negotiation

- I. Serve [as nominated by the Committee] in negotiation with other organisations

Legal

- I. Keep the Common Seal of the organisation (if held)

Other duties

- I. Must lodge the annual financial statements in accordance with Section 102 of the Incorporated Associations Reform Act **(2012)**;

The Secretary is appointed for a two-year term.



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WYNDHAM BASKETBALL ASSOCIATION

EXECUTIVE COMMITTEE ROLE POSITION DESCRIPTION TREASURER

The Treasurer is responsible for ensuring the Committee is empowered to manage the financial affairs of the Association. The treasurer must also produce the club's financial reports for presentation to the Committee at monthly meetings and present the Associations audited report to members at the Annual General Meeting (AGM), as well as complying with all financial reporting obligations contained in the Association rules and the Incorporated Associations legislation.

The Treasurer must undertake the following statutory duties:

- I. ensure that the financial records of the Association are maintained in accordance with the Accounting Standards,
- II. coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the AGM of the Association,
- III. Must keep the financial statements submitted to an AGM for at least seven years after the date of the SGM (Section 105 of the Incorporated Associations Reform Act 2012),
- IV. must ensure that the financial records of the Association are prepared in accordance with Section 98 of the Incorporated Associations Reform Act (2012),
- V. must ensure that the financial records of the Association are audited in accordance with Section 99 of the Incorporated Associations Reform Act (2012), and requirements of ASIC with respect to the Wyndham Basketball Ltd. and
- VI. present to the members at its annual general meeting the audited financial statements in accordance with Section 97 of the Incorporated Associations Reform Act (2012).

In addition to the responsibilities outlined in the Committee Members Role Description, the Treasurer shall:

Governance

- I. Ensure that the Committee maintains the degree of financial literacy necessary to conduct the business of the Association
- II. Advise the Committee on matters of finance and present the monthly report of status
- III. Advise the Committee on fundraising
- IV. Ensure that appropriate financial policies and procedures are in place and fully documented



Governance Principles

Planning

- I. Ensure (in partnership with all Committee members) the regular review and development of the Business Plan

Meetings

- I. Report to the Committee at each meeting on the financial situation of the organisation
- II. Report to the Committee at each meeting on variances from the approved budget
- III. With the Secretary, place any necessary financial items on the Committee agenda in advance of the meeting
- IV. Present at the AGM on the audited financial statements of the Association

Administrative & Management

- I. Ensure the Association's financial records are adequate, protected, backed up, and accessible.
- II. Recommend the appointment of the Auditor

Finance

- I. Ensure the Association's financial control procedures are adequate and that appropriate safeguards against fraud are in place
- II. Oversee the Association's investment strategy and report to the Committee
- III. Prepare the Budget for the coming year
- IV. Review income and expenditure against the budget on a continuous basis

Legal

- I. Ensure the Association's compliance with all applicable tax arrangements

Other duties

- I. act in the best interest of the members at all times
- II. attend all Committee meetings
- III. undertake the role in good faith and honesty
- IV. If at any stage the Treasurer becomes aware of a personal conflict of interest, real or perceived, between themselves and the Association, they should immediately notify the Secretary of the conflict, who will immediately inform all other committee members.

The Treasurer is appointed for a two-year term.



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WYNDHAM BASKETBALL ASSOCIATION

EXECUTIVE COMMITTEE ROLE POSITION DESCRIPTION DOMESTIC CHAIRPERSON

The Domestic Chairperson is primary connect between our domestic competition's stakeholders & the Executive Committee. They shall ensure that their committee acts in accordance with the WBA Constitution and Rules and By Laws.

The Domestic Chairperson is elected by Wyndham Basketball Association (WBA) members, typically at the Annual General Meeting.

The Domestic Chairperson of Wyndham Basketball Association (WBA):

- I. Always Act's in the best interest of the WBA.
- II. Demonstrates commitment to WBA Values
- III. Maintain a valid Working with Children card at all times.
- IV. Demonstrates leadership.
- V. Creates an inclusive environment for all.
- VI. Abide by Basketball Victoria Code of Conduct at all times.
- VII. Ensure (in consultation with all Executive Committee Members) that the WBA objectives, goals and mission are being followed.

Duties

- I. All legal requirements & obligations are met.
- II. Leadership in domestic competition growth inline with WBA Strategic Objectives
- III. WBA Domestic competitions are operated inline with the WBA Bylaws
- IV. Chair monthly Junior Domestic meetings and distribute minutes.
- V. Support of WBA staff and volunteers as required.
- VI. Lead & support with competition grading.
- VII. Be present at all domestic grand final competitions.
- VIII. Timely communication with all domestic competition stakeholders
- IX. Ensure (in consultation with WBA Executive Committee) that the WBA objectives, goals and mission are being followed.
- X. Ensure (in consultation with WBA Executive Committee) that the WBA operates in an ethically, environmentally, inclusive, and socially responsible manner.
- XI. Work with WBA staff to support junior domestic clubs with coach accreditation and education.



Governance Principles

- XII. Report (in consultation with WBA Executive Committee) to the Annual General Meeting (AGM) a review of the previous year and projection for the future both short term and long term
- XIII. Any other area that influences Domestic basketball within the WBA
- XIV. Assisting with the growth of basketball in Wyndham

Ideally the Domestic Chairperson is someone who:

- I. Good understanding of grass roots domestic competition.
- II. Good understanding of how domestic clubs operate.
- III. Has excellent communication and interpersonal skills.
- IV. Understands WBA constitution, rules and overseeing governance structures.
- V. Commitment to diversity, equity, and inclusion

The Domestic Chairperson is appointed for a two year term.



Governance Principles

WYNDHAM BASKETBALL ASSOCIATION

EXECUTIVE COMMITTEE ROLE POSITION DESCRIPTION REPRESENTATIVE CHAIRPERSON

The Championship Chairperson is responsible to provide leadership of the representative committee for the operational support for the delivery of the WBA Representative Programs. The primary functions of the Committee include fundraising, uniforms, events, presentation days, league liaison and member liaison.

The Championship Chairperson is elected by Wyndham Basketball Association (WBA) members, typically at the Annual General Meeting.

The Championship Chairperson of Wyndham Basketball Association (WBA):

- I. Act in the best interest of the WBA at all times.
- II. Demonstrates commitment to WBA Values
- III. Maintain a valid Working With Children card at all times
- IV. Demonstrates leadership
- V. Creates an inclusive environment for all
- VI. Abide by Basketball Victoria Code of Conduct at all times
- VII. Ensure (in consultation with all Executive Committee Members) that the WBA objectives, goals and mission are being followed.

Duties

- I. Chair committee meetings and ensure they run according to the agenda
- II. Laise & Support of WBA staff as required
- III. Report (in consultation with all Executive members) to the Annual General Meeting (AGM) a review of the previous year and projection for the future both short term and long term
- IV. Coordination of on-the-day execution of tryouts for the WBA PCDM and coaching leads, including sign-in, receipt of PTT forms, checking of birth certificates, numbers on legs, crowd control, etc.
- V. Coordination of rep information session, e.g. Pre-tryout sessions for potential new rep parents and/or rep info sessions for selected teams
- VI. Participate as a member of the WBA Complaints Sub-Committee, working within the overarching WBA Complaints process.
- VII. Define and implement ideas to increase attendance at Big V games and meet door revenue targets
- VIII. Report to Executive Committee regarding status of representative program



Governance Principles

- IX. Play a leadership role in the planning and execution of WBA Strategy and Executive Committee activities that impact or relate to the representative program.
- X. Participate in the creation and execution of the Committee program of activities, including leading/participating in fundraising and events
- XI. Support Big V Game Day operations, such as Commissioner, Door Staff, Court Announcer, Video/Audio, etc, for all home games
- XII. Maintain confidentiality of all information discussed in the Committee

Uniforms & Merchandise

- I. Co ordinate & oversight of WBA representative program uniforms & merchandise
- II. Maintain singlet numbering system for players, and provide uniforms to rep players, coaches and team managers
- III. Perform annual stock take in September each year
- IV. Facilitate uniform and merchandise sales through staffing the WBA Uniform store, holding stalls, etc
- V. Maintain adequate stock levels to support healthy sales and maintain item price lists
- VI. Place orders for stock, verify deliveries and approve invoice payment to Executive Treasurer
- VII. Provide input to the budget regarding expected uniform and merchandise sales volumes and item price lists.

Ideally the Championship Chairperson is someone who:

- I. Has a good understanding of basketball
- II. Experience & understanding of representative programs and leagues conducted by Basketball Victoria.
- III. Has excellent communication and interpersonal skills
- IV. Has an understanding of constitution, rules and overseeing governance structures
- V. Commitment to diversity, equity, and inclusion

The Championship Chairperson is appointed for a two-year term.



Governance Principles

WYNDHAM BASKETBALL ASSOCIATION

EXECUTIVE COMMITTEE ROLE POSITION DESCRIPTION TECHNICAL OFFICIALS CHAIRPERSON

The TOC Chairperson is responsible to provide leadership of the TOC committee for the operational support for the pathways and supply of referees to the WBA Programs and competitions. The primary functions of the Committee include referee welfare, education, pathways to the elite programs, growing the number of referees to support competitions, league liaison and member liaison.

The TOC Chairperson is elected by Wyndham Basketball Association (WBA) members, typically at the Annual General Meeting.

The TOC Chairperson of Wyndham Basketball Association (WBA):

- I. Act in the best interest of the WBA and Basketball Victoria TOC at all times.
- II. Demonstrates commitment to WBA Values
- III. Maintain a valid Working With Children card at all times
- IV. Demonstrates leadership
- V. Creates an inclusive environment for all
- VI. Abide by Basketball Victoria Code of Conduct at all times
- VII. Ensure (in consultation with all Executive Committee Members) that the WBA objectives, goals and mission are being followed.

Duties:

- I. Chair all meetings of the Technical Officials Committee Werribee Branch (TOC-WB)
- II. Authorise expenditure commitments on behalf of the TOC-WB
- III. Act as spokesperson on all matters relating to the TOC-WB
- IV. Ensure the annual budget is created/reviewed in a timely manner
- V. Be central point of contact for key stakeholder management (Eg WBA Executive, WBL, Domestic, Office Staff)
- VI. Chair any sub-committees as are appointed from time to time
- VII. Represent the TOC-WB at WBA, WBL Executive Meetings and Basketball Victoria TOC.
- VIII. Responsible for strategic planning for the TOC, ensuring alignment with WBA Strategy
- IX. Responsible for forecasting for the TOC - Determine the numbers of officials required and then work with the other committee members to ensure those numbers are achieved
- X. Handling of complaints and disciplinary actions regarding officials
- XI. Organisation of any additional members to assist in any fundraising to help fund its activities every year if necessary over and above any levy imposed.
- XII. Championing diversity and female participation within the officials - aligned with TOC-WB and WBA strategy
- XIII. Support other Committee members when requested, as each Committee member will experience "peak times" in their role.



Governance Principles

- XIV. Report in writing on own portfolio at TOC-WB meetings, including key accomplishments, plan for the month ahead, and any issues or risks
- XV. Participate in the creation and execution of the Committee program of activities
- XVI. Maintain a valid Working With Children Check card at all times
- XVII. Abide by Basketball Victoria Code of Conduct at all times
- XVIII. Represent the WBA and the TOC-WB with members, in a positive and respectful manner in all interactions
- XIX. Perform additional tasks outside of set **roles**, as and when required
- XX. Maintain confidentiality of all information discussed



Governance Principles

Appendix 2: – Code of Conduct for Administrators

1. Involve others in planning, leadership, evaluation and decision making related to basketball.

You have been appointed or elected to lead the administration of basketball. However, many other people have good ideas which can benefit the sport. Listen to their ideas. If change or review is contemplated, consult as widely as is practical. The more people who contribute, the better the decision making process.

2. Give all people equal opportunities to participate.

While the ability and time available to contribute varies from person to person, always make sure that everyone involved in the sport is made to feel welcome to participate. Basketball could not function without the very large number of volunteers involved. If all people are encouraged to participate, it makes the job easier for everyone else. Involve them in planning and decision making.

3. Create pathways for people to participate and develop through the sport not just as players but as coaches, referees and administrators.

Structure your organisation so that people have an opportunity to participate in basketball in as wide a variety of roles as possible. Make them feel that they can progress through the organisation for as far as their abilities allow. Don't make judgements of people and exclude them from particular roles. If they aspire to move to a higher level of officiating or administration, give them the opportunity and support that their enthusiasm demands.

4. Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of players.

Not every player of basketball can play at an elite level. Young people or people with handicaps have special needs. Recognise the needs of players at various levels and provide facilities and an environment which will allow them to participate. Encourage participants to develop realistic expectations of their abilities

5. Provide quality supervision, instruction and a safe environment for all players.

Many people playing basketball require some measure of protection. Children are vulnerable to influence by adults who may not be the perfect role models. They can also be the subject of abuse in various forms by adults and by their peers. Structure the game to take into account the special needs and vulnerability of participants. Involve parents and other responsible adults in the supervision of the sport. Provide adequate training and facilities to allow participants to enjoy their basketball and to benefit physically and mentally from it.



Governance Principles

6. Remember that basketball is for fun.

Remember that basketballers play for fun and enjoyment and that winning is only part of their motivation. Always make sure that participants are made to feel welcome whenever they attend for training or a match.

Never ridicule players for making mistakes or losing a competition. See errors or losses as an opportunity to learn in a constructive way. Comment in a way that is positive and designed to create interest, involvement and development.

7. Help coaches and officials highlight appropriate behaviour and skill development, and help improve the standards of coaching and officiating.

Everyone involved in basketball is entitled to expect that the standard of officials and coaches is high. You should ensure that you have in place a program for ensuring that your officials and coaches are properly trained and maintain their skills and knowledge of the game. You should promote a culture among them of appropriate behaviour so that they can act as good role models with the participants with whom they come into contact.

8. Assist all participants in basketball to know and understand the rules

As administrators, you have a role in the education of other participants. Maintain your own knowledge of the rules of basketball and have in place education programs so that all other participants know and understand the rules and that they keep that knowledge current. Where change comes to your attention, make sure that all participants who will be effected by it are fully informed.

9. Give a copy of the codes of conduct to spectators, officials, parents, coaches, teachers, players and the media and encourage them to follow it.

In your role as an educator, you have a responsibility to ensure that as many participants as possible are aware of what is expected of them. The codes of conduct are one important way that you can fulfil that responsibility.

10. You set an example. Your behaviour and comments should be positive and supportive.

Assist participants to accept responsibility for their own actions rather than mere obedience to the rules. You will not gain the respect of participants unless you show them respect. Just as you require accountability for the actions of others, so you must be accountable for your own actions. Never make a decision based on your own interests. If your interests conflict with those of basketball you must leave the decision to others.



Governance Principles

11. Make it clear that abusing people in any way is unacceptable and will result in disciplinary action.

If you are making a report for abuse or any other reportable offence, you must act with fairness towards all those involved.

12. Respect the rights, dignity and worth of every person.

Regardless of their gender, ability, cultural background, religion or other factor irrelevant to the game, all persons connected with basketball are entitled to equal treatment and respect. Avoid any remarks that could be construed as offensive or discriminatory. Sometimes even a joke may give offence. Even if a person refers to themselves with a particular label, it should not be taken as an invitation for you to do so. Using discretion is imperative and it is better to err on the side of caution.

13. Always respect the use of facilities and equipment provided.

Facilities and equipment cost money and will only function properly if kept in good order. Ensure that you do not abuse anything provided for use. Discourage players from engaging in dangerous practices such as hanging off hoops or “slam dunking”. Quite properly, these practices are banned in most venues. Not only can equipment be damaged but also serious injury can occur.



Governance Principles

Appendix 3 : Conflict of Interest Policy

PURPOSE

It is recognised that all members of the Wyndham Basketball Executive Committee and staff will have interests associated directly or indirectly with the functions of the organisation. It is possible that conflicts of interest may arise for Executive Committee Members, staff, and volunteers.

This policy and procedures enable and guide how conflicts of interest are brought to the attention of the organisation and how the conflict can be managed. This policy must be in line with the Conflict-of-Interest rules as set out in your Constitution or Model Rules.

POLICY STATEMENT

All Executive Committee members and staff must notify that Executive Committee Chairperson of any perceived, real, or potential conflict of interest as soon as it is recognised.

If the conflict relates to the Chairperson, a temporary Chair needs to be assigned by the Executive Committee to manage it. In the case of staff and volunteers, any conflict of interest must be reported to the GM/Director of Operations.

Everyone is to be informed about and agree on the importance of avoiding conflict of interest. Other related policies and procedures e.g. appointments, selection and contracting should be adhered to without exception. Everyone is responsible for ensuring that any changes to existing conflicts of interest are noted on the Conflict-of-Interest Register.

SCOPE

This policy applies to all members of any Executive Committee, the President/GM/DOO, all staff and volunteers as well as any person acting on behalf of Wyndham Basketball Association.

DEFINITIONS

Conflicts of interest are real, perceived, or potential instances where a person, group or organisation could benefit from a decision or access to information. The benefit may be financial or non-financial.

PROCEDURES

The Chairperson of any/all committees will call for any conflicts of interest to be declared at the commencement of every meeting. These will be noted in the minutes, as will the actions taken to manage the conflict.

The Executive Secretary will manage a Conflict-of-Interest Register.

Once the conflict of interest has been appropriately disclosed, the Executive Committee (excluding the member who has made the disclosure, as well as any other conflicted member) must decide whether those conflicted Executive Committee members should:

- I. vote on the matter (this is a minimum),
- II. participate in any debate, or
- III. be present in the room during the debate and the voting.



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In exceptional circumstances, such as where a conflict is very significant or likely to prevent a member from regularly participating in discussions, it may be worth the **Executive Committee** considering if it is appropriate for the person conflicted to resign from the **Executive Committee**.

By default the position of the Wyndham Basketball Association is that a conflicted member of a committee **MUST** remove themselves from all discussions where any conflict is registered. Such discussion and any presence must be noted in the minutes of the meeting.

Note: Only in unforeseen circumstances should the conflict of interest register not be available to members of the WBA for inspection. This must be voted on by all members of the WBA Executive, be recorded in the minutes and such an action (not the details) be disclosed under General Business of the AGM/SGM.



Governance Principles

CONFLICT OF INTEREST REGISTER

To be reviewed annually.

ASSOCIATION NAME: Wyndham Basketball

Name of Executive Committee Member	Description of Interest	Date Disclosed	Management of Interest



Governance Principles

Appendix 4 : Definitions and Terms

WBA	Wyndham Basketball Association ABN: 13 743 366 751 An association incorporated under Victorian Consumer Affairs
WBL	Wyndham Basketball Ltd. ABN: 131 169 882 053 A private company registered under Australian Securities and Investments Commission
AGM	Annual General Meeting
SGM	Special General Meeting
VJBL	Victorian Junior Basketball League run as a competition under Basketball Victoria
Big V	Victorian Senior Basketball League run as a competition under Basketball Victoria
ASIC	Australian Securities and Investments Commission
BV	Basketball Victoria
TOC-WB	Technical Officials Commission – Werribee Branch

** End of Document