



BENDIGO BASKETBALL ASSOCIATION DOMESTIC COMPETITIONS COMMITTEE TERMS OF REFERENCE

Mission of the Domestic Competitions Committee

The mission of the committee is to ensure the efficient and fair management of the Bendigo Basketball Association Domestic Competition. It is our objective to consider the reasonable expectations of our stakeholders.

Purpose and Roles

The Domestic Competition Committee plays a critical task in overseeing grass roots basketball played by the majority of players in Bendigo at both a junior and senior level.

The Domestic Competition Committee is a sub-committee of the Board of the Bendigo Basketball Association (BBA).

Areas that the Domestic Committee will monitor may include:

- By-Laws of the BBA Domestic Competition.
- Grading of teams.
- Assisting with the growth of basketball in Bendigo.
- Conduct of coaches, players and other stakeholders.
- Training of Players within the domestic competition.
- Training of Coaches within the domestic competition.
- Transition of Domestic basketballers to representative basketball.
- Structure of age groups and divisions.
- Any other area that influences Domestic basketball within the BBA.

Domestic Competition's Committee Structure

Disclosed within the BBA By-Laws, each club must have at least one delegate that is required to compulsory attend scheduled BBA Domestic Competition Committee Meetings.

A club is defined as having 7 or more teams within the BBA Domestic Competition, needs to be incorporated and be approved by the Board of the BBA as a member club of the BBA.

The Domestic Competitions Committee will be made up of the following personal:

- Manager of Sport – Bendigo Stadium
- Domestic Competitions Co-ordinator – Bendigo Stadium who will also act as Secretary.
- Director of Coaching – Bendigo Stadium
- At least two (2) and a maximum of three (3) Board Members of the BBA. One of these persons will act as the Chairman of the BBA Domestic Competition Committee.
- Representative of each club within the BBA.

Election Process of Domestic Competition’s Committee

An election will be held annually for positions on the Committee of the Domestic Competition.

The following personal will be automatically placed on the BBA Domestic Competition Committee as part of either their employment with Bendigo Stadium, or their tenure on the Board of the BBA and the domestic competition being their specialist portfolio:

- Manager of Sport – Bendigo Stadium
- Domestic Competitions Co-ordinator – Bendigo Stadium
- Director of Coaching – Bendigo Stadium
- Three (3) Board Members of the BBA

Additionally the following personal will also form part of the BBA Domestic Competition Committee in the following way:

- Each club will nominate one (1) person on the prescribed form at least 21 days prior to the yearly election. These delegates will then be approved by the Board of the BBA at their Board Meeting.

Should a position become vacant between elections through the resignation of a committee member either of the following will occur:

- In the instance of Bendigo Stadium Staff or BBA Board Member leaving their position, they will be replaced on the committee by their successor.
- In the instance of a committee member representing a club leaving, the club will nominate a successor who will be again ratified and approved at the following meeting of the Board of the BBA.

Providing business items before the meeting for the agenda

Only business items that are on the agenda may be discussed and voted on at that meeting.

All business that is required to be discussed needs to be given to the Domestic Competitions Co-ordinator (the Secretary of the Committee) at least 14 days before the meeting. Other than for grading meetings all other meetings will be advertised 21 days prior to the meeting.

The agenda will then be made available at least 7 days before the meeting to the committee and all basketball stakeholders.

The exception to providing information 7 days before may only occur in relation to grading recommendations at the grading meeting. The delay in information is warranted as there may be grading games being played right up the day of the grading meeting.

Voting at Domestic Competition Committee Meeting

Each committee member may have one vote.

In the absence of any of the 3 BBA Board Members, or Bendigo Stadium Staff on the Committee, the Manager of Sport – Bendigo Stadium may vote on their behalf. Ideally the Manager of Sport would provide information to the absent committee member on those items that would be voted upon and would be their proxy.

In the absence of committee members representing a club within the Domestic competition, that club may appoint another person who is a current committee member to attend the meeting and vote on their behalf.

In relation to a grading matter a club committee may make a recommendation about a team from their club but cannot vote on the recommendation due to a possible conflict of interest.

Non-Committee members may attend the meeting and make recommendations which will then be reviewed by the Committee. The meetings will be advertised via email and on the basketball noticeboard to all stakeholders of the Domestic Competition at least 21 days prior to the meeting. Items of business must be made within the prescribed period prior to the meeting so all stakeholders are aware of what is being voted on.

Powers of the Domestic Competition's Committee

The Domestic Competition Committee does not have the power to make a binding decision as all decisions are ratified by the Board of the BBA. The Committee as a sub-committee of the BBA Board will make recommendations to the Board of the BBA based on their experience of the domestic competition. Refer to 'Purpose and Roles' to the areas these recommendations may fall within but are not limited to.

The Committee may approve grading recommendations from the Basketball Staff of the Bendigo Stadium at Grading Meetings which will become binding when acknowledged by the Board of the BBA. In the instance where a decision cannot be made on grading this may require the Board of the BBA to make judgement.

There needs to be a clear majority of 70% of the committee to ratify and approve grading recommendations.

Review of By-Laws

The Domestic Competition's Committee will review the By-Laws of the Domestic Competition after round 10 of the Winter and Summer seasons (twice annually). All

recommendations to change By-Laws from the Committee must go to the Board of the BBA in July and February each year.

The Committee does not have the power to change By-Laws but may make recommendations to the BBA Board to consider.

When Meetings Occur

The Chairman of the Domestic Competitions Committee may call a meeting at any time.

There is a requirement to have at least 4 meetings per year with the recommended times being:

Grading Meetings – In Round 4 or 5 of the basketball season. There may be several meetings due to different competitions being at different stages of the grading phase.

By-Law Review Meetings – At 6.00pm on the last Thursday in February and the last Thursday in July.

Annual Election of Committee Members – At 6pm on the last Thursday in June.

In the case of both the above meeting types other business may be raised in the appropriate manner (refer to 'providing business items').

Any person who has as an interest in the Domestic Competition may attend a Committee meeting although they cannot vote.

Clubs and their delegates not attending meetings

Clubs and their representative on the Committee are required to attend all meetings as stipulated in the By-Laws of the Bendigo Basketball Association.

Grading Meetings

Twenty-four hours prior to the grading meeting the Domestic Competitions Co-ordinator will send out a list of grading recommendations together with results to date and ladders. These recommendations will not be final but form the basis of making decisions at the grading meeting as the Sports Office staff would have observed games in the grading phase.

Other members of the Committee are also welcome to observe games during the grading phase and provide feedback in writing to the Domestic Competitions Co-ordinators staff prior to the meeting.

Each competition will be discussed individually and voted on by the committee members. The vote will then be endorsed by the Board of the BBA at the following meeting.

If a dispute occurs where mediation is required, the Board of the BBA will arbitrate and their decision will be final.

Due to timing in updating fixtures for the benefit of all stakeholders there may be more than one grading meeting dependent on when the grading phase ends (also see 'When Meetings Occur') in that competition.

