

APPENDIX 1 - Election of Committee Members

The Bendigo JBC consists of 10 members. There are compulsory members as appointed by the BBA, including a BBA Delegate Representative, Treasurer and the DoCAD. The Administrator is appointed by the Bendigo Stadium Limited Sports Office.

Other committee members are elected by the BBA. Appointment of committee positions is by endorsement as nominated and voted on by the JBC.

All applicants are required to have a valid WWCC and may be required to undergo a Criminal History check.

It is expected that all JBC members hold active positions within the JBC consisting of:

- Chairperson (Directly appointed by the BBA)
- DoCAD (Directly appointed by the BBA)
- Administrator (Directly appointed by the Bendigo Stadium Limited Sports Office)
- Treasurer (BBA appointed position)
- Bendigo Basketball Association Delegate
- Coaches Liaison
- Media Liaison
- Team Manager
- Equipment Coordinator
- Sponsorship Coordinator
- Fundraising Coordinator
- Grants Coordinator

Applicants are expected to nominate a **minimum of two preferences** of the above roles for committee positions.

Process

1. All elected committee positions are to be declared vacant every 12 months, and applications are called for, and must in writing from the 1st of May each year.
2. Applications close at midnight on 18th of June and are to be emailed to the JBC Administrator (late applications cannot be accepted).
3. All applications will be collected by the JBC Administrator who will provide these to the BBA Administrator immediately after the closing date.
4. The JBC members are then elected by the BBA Board at their following Board Meeting.
5. The BBA Administrator will advise the successful applicants and the successful applicants will be invited to attend the Junior Squad Committee meeting in July

where they will be elected by the JBC to one of the positions listed above after all previous committee positions will be declared vacant.

APPENDIX 2 - Election of Committee Members (continued)

Any appeals regarding appointment of committee positions must be referred in writing to the Board of the BBA.

If a position becomes vacant at any other time, nominations may be called for in writing and voted on by the current JBC. Where there are insufficient nominations to fill all positions, the JBC may minute this, make a decision and then approach persons that hold the necessary skills and appoint them to the position.



APPENDIX 3 (CONTINUED) - Braves Junior Squad Committee Nomination Form

Name: _____

Address: _____

Contact details:

Home phone: _____

Work phone: _____

Mobile: _____

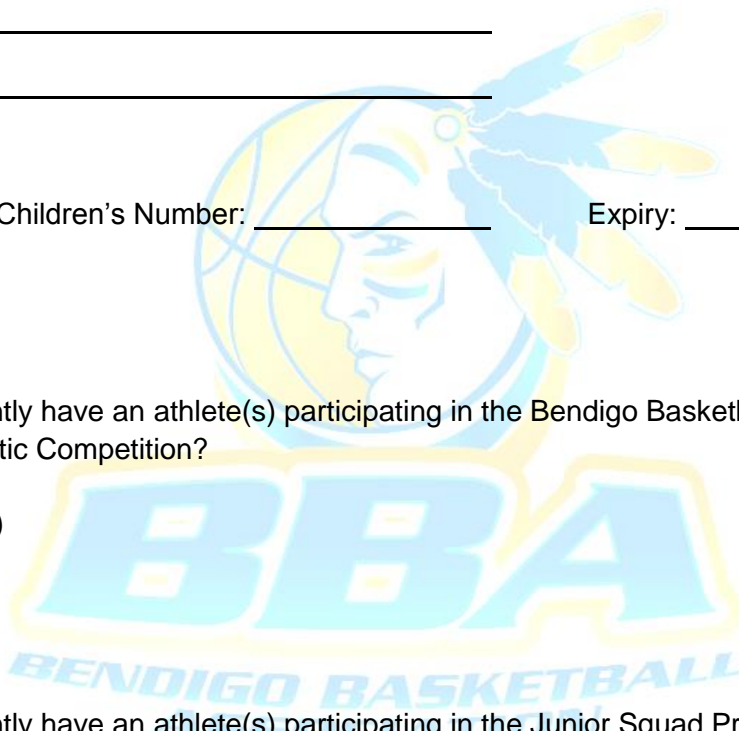
Email: _____

Working with Children's Number: _____ Expiry: _____

Do you currently have an athlete(s) participating in the Bendigo Basketball Association (BBA) Domestic Competition?

Yes / No

(please circle)



Do you currently have an athlete(s) participating in the Junior Squad Program?

Yes / No

(please circle)

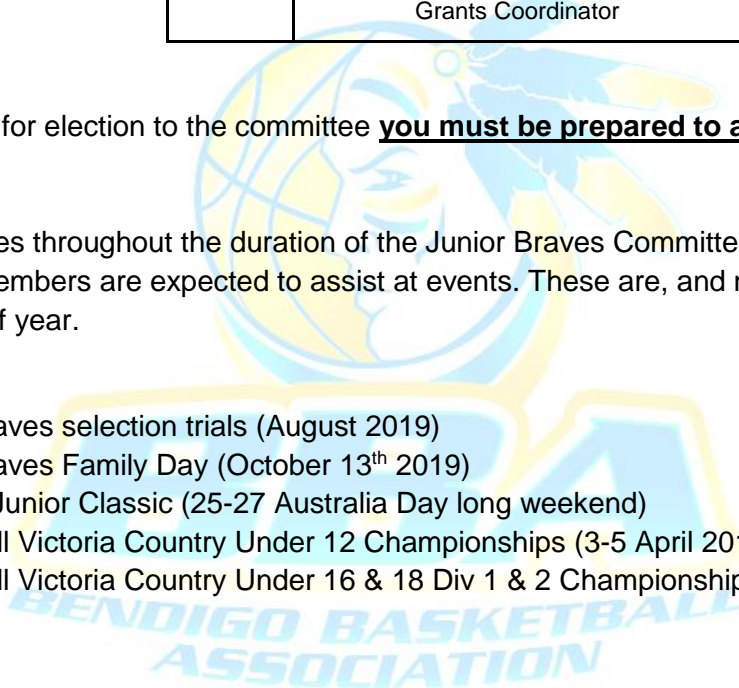
Nomination: You must nominate for at least two of the following positions. Applications with only one preference will not be considered.

	Media Liaison Officer
	Sponsorship Coordinator
	Fundraising Coordinator
	Coaches Liaison Officer
	Team Manager Liaison Officer
	Equipment Coordinator
	Grants Coordinator

To be eligible for election to the committee **you must be prepared to accept an active position.**

There are times throughout the duration of the Junior Braves Committee season that all Committee members are expected to assist at events. These are, and not limited to, the below times of year.

- Junior Braves selection trials (August 2019)
- Junior Braves Family Day (October 13th 2019)
- Bendigo Junior Classic (25-27 Australia Day long weekend)
- Basketball Victoria Country Under 12 Championships (3-5 April 2019)
- Basketball Victoria Country Under 16 & 18 Div 1 & 2 Championships (15 & 16 Feb 2019)



DECLARATION

I hereby nominate for a position on the Junior Braves Committee (JBC), and I accept the position on the Committee with the understanding I may be required to undergo a Criminal History Check.

If approved to the JBC, I agree to abide by the conditions outlined in the Junior Braves Operational Policies and Guidelines to the best of my ability.

I do not have anyone in my immediate family that is a current member of the Committee or is also applying to go on to the Committee.

In the case where there may be a conflict of interest at times on an agenda item I will acknowledge this at each Committee meeting and exclude myself from voting on this item.

I also understand by nominating to the Committee that I will be elected to anyone of the above mentioned positions, and that I will give the time required to perform this position to the best of my ability.

_____	_____	_____
Person nominating <i>Please print name</i>	Signature	Date

Completed nomination forms are to be electronically submitted to:

Att: Administrator, Junior Braves Committee

devin.gordois@bendigostadium.com.au

Applications are to be received by **close of business on Tuesday 18th June 2019.**

Late applications will **not** be accepted.

All applications will be treated with confidentiality, and passed only to the Administrator of the BBA for tabling at the appropriate BBA meeting.

To be completed by the BBA Board

Nomination Accepted by _____

Seconded by _____

For / Against <i>Please circle</i>	Carried Yes / No <i>Please circle</i>
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Noted by BBA Administrator Yes / No

Name _____

Signature _____

"Basketball Excellence"



APPENDIX 4 – Form of Appointment of Proxy

Associations Incorporation Regulations 1998 No. 103

I, (*name*)

Of (*address*)

.....
.....

being a member of the Bendigo Junior Braves Committee.

appoint (*name of proxy holder*).....

of (*address of proxy holder*)

.....
.....

being a member of the Bendigo Junior Braves Committee, as my proxy to vote for me on my behalf
at

meetings of the Committee to be

held on (*date of meeting*)/...../.....

and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against* the following resolution

(insert details of resolution)

.....
.....

"Basketball Excellence"



APPENDIX 7 – Member Protection Declaration

I, (name) of

..... (address)

born on the / /

solemnly and sincerely declare:

1. I am, or wish to be appointed in the position of either a Coach/Team Manager/Committee person (delete those not applicable) within the Junior Braves program for the Bendigo Basketball Association.
2. I have never been charged with any criminal offence relating to child sexual abuse.
3. I am currently not the subject of any charge of a criminal offence relating to narcotics, violence or abuse including sexual abuse which has not yet been dealt with by the Courts.
4. I have not been found guilty by a Court of a criminal offence relating to narcotics, violence or abuse including sexual abuse.
5. No person has ever sought or obtained any intervention order, injunction or other restraining order against me alleging verbal or physical abuse (including sexual abuse).
6. I am not currently the subject of any sanction issued by a basketball association against me which prohibits me from holding a position of the type set out in clause 1 above.
7. No application submitted on my behalf has been rejected for, nor have I been suspended or dismissed from, a position in sport, volunteer organisation, business, educational or other Government or semi-government organisation where that rejection, suspension or dismissal relates to my conduct with persons aged under eighteen (18) years of age or to violence or drug use.
8. There are no other matters, which a reasonable person would consider relevant to the fitness of a person to be a coach of a team of athletes aged under eighteen or an administrator with frequent contact with persons aged under eighteen.
9. I will notify the President or CEO of the organisations appointing me to my position immediately upon becoming aware that any of the matters set out in clauses 2 to 6 above has changed for whatever reason.

I make this declaration that the information contained in it is true and correct and I make it understanding that a person making a false declaration is liable to the penalties of perjury. Declared at , in the State of Victoria on this..... day of2019.

Signature

Before me:

(to be witnessed by a person qualified to take statutory declarations see over)

"Basketball Excellence"



Declarations may be made before:

- A Justice of the Peace or a Bail Justice
- A Notary Public
- A Barrister and Solicitor of the Supreme Court of Victoria
- A Clerk to a Barrister and Solicitor of the Supreme Court of Victoria
- The Prothonotary or a Deputy Prothonotary of the Supreme Court of Victoria
- Registrar or Deputy Registrar of the County or Magistrates' Courts, or of Probate
- Associate to a Judge of the Supreme or County Courts
- Secretary to a master of the Supreme or County Courts
- A Patent Attorney
- Member of the Police
- The Sheriff or a Deputy Sheriff
- Current or former Member of Parliament of Victoria or the Commonwealth
- Councillor or senior officer of a Council
- Medical Practitioner
- Dentist
- Veterinary Surgeon
- Pharmacist
- School Principal
- Manager of an approved deposit taking institution (bank)
- An Accountant who is a member of the Institute of Chartered Accountants, the Society of CPAs or the National Institute of Accountants
- The Secretary of a Building Society
- A Minister of Religion who is authorised to perform marriages
- A Senior Victorian Public Servant
- A Member of the Institute of Legal Executives