

SHOALHAVEN BASKETBALL ASSOCIATION
JUNIOR SUBCOMMITTEE OF THE SHOALHAVEN BASKETBALL ASSOCIATION BOARD



TERMS OF REFERENCE

1. PURPOSE

The Junior Subcommittee (the Committee) will represent and assist the Shoalhaven Basketball Association (SBA) Board in fulfilling its oversight responsibility to the Members relating to discharging the relevant Objects set out in's (SBA) Constitution.

To that end, this Committee is established solely to assist the SBA Board with its oversight responsibilities relating to the following ancillary Objects under section 3(h) of the Constitution: -

- a. To establish uniform regulations for the management and playing of basketball (section 3(h)(i);
- b. To make rules or by-laws on matters authorized by or necessary or convenient to give effect to these Objects, but no rules or by-laws which are inconsistent with these Objects (section 3(h)(v);
- c. To hold or arrange competition and provide or contribute towards the provisions or prizes, awards, or distinctions for them (but no member of SBA may receive any prize, award, or distinction of monetary value except as a successful competitor at any competition held or promoted by SBA (section 3(h)(viii)

As it relates solely to:

- a. Domestic junior competitions; and
- b. Junior representative program.

2. COMMITTEE AUTHORITY

The SBA Board delegates no decision-making power to the Committee. The Committee will make recommendations to the SBA Board for its consideration and determination.

This Committee will not be tasked to recommend teams and players to represent SBA for the Junior Representative program. This is out of the scope of the role of this Committee and such tasks will remain with the Board.

3. COMMITTEE RESPONSIBILITIES

- a. Review and recommend any changes to the uniform regulations for the management and playing basketball in both the Domestic junior competition and the Junior Representative Program
- b. To review and recommend any changes to the by-laws of the Domestic junior competition
- c. To recommend the schedule of Domestic junior competition for the following calendar year
- d. To recommend any recipients for prizes, awards or distinctions for teams, players and officials following the completion of each junior Domestic competition or junior representative program



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4. MEETINGS

The Committee will meet at a minimum of 4 times between February and November each year in the week prior to the monthly SBA Board meeting and should be kept to a reasonable duration.

Additional meetings may be called as required.

The Chair of the Committee will report to the Board regarding any proposed Committee recommendations for its consideration.

5. COMMITTEE MEMBERSHIP

The Committee members will be appointed by the Board.

The Committee will have up to a maximum of 6 members. The composition of the Committee may include:

- a. Directors of SBA;
- b. the Junior Representative Delegate appointed by SBA;
- c. SBA Competition and Member Manager, and
- d. SBA Member volunteers

SBA Member volunteers may submit expressions of interest to join the Committee to the Chair of the Board for review with the goal of appointing a diverse skillset while minimising conflicts of interest.

The Chairperson of the Committee shall be a Board Member appointed by the Board.

The Committee will be established on an annual basis during the last quarter of the year (October - December).

6. ACCOUNTABILITY

- a. Accountable to the Competitions and Member Manager.
- b. Adheres to the SBA Constitution Vision, Mission & Values, and the guiding principles in the SBA Strategic Plan.

7. RESPONSIBILITIES

- a. Prepare a plan to undertake basketball development activities with an emphasis on identified areas of need at any given time.
- b. Adopt and promote 'best practice' within SBA to deliver outstanding customer service to members.
- c. Utilise the expertise of the SBA in the areas of competitions, communications, coaching, refereeing, business and finance to improve existing competitions and representative activities.

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- d. Review, consolidate and strengthen SBA representative development and talent identification programs.
 - e. Develop and support coach and player education programs as required in consultation with the Director of Coaching.
 - f. Develop and support the Junior referee capability at SBA in consultation with the Referee
- b. Development Officer.
- a. Collaborate with Sponsorship & Fundraising Committee to maximise fundraising opportunities including grants relating to Junior programs.
 - b. Inform and empower Junior representative teams and players to seek sponsorship.
 - c. Foster community and links between Senior and Junior SBA activities.
 - d. Submit a calendar of key events and proposed dates to enable effective planning and timely communication with members.
 - e. Develop an annual budget for approval by the Board and implement this to achieve the stated Junior Committee goals.
 - f. Liaise with the SBA office and employees to facilitate and promote Junior committee activities.

8. SUPPORTING DOCUMENT EXAMPLES AVAILABLE

- Agenda
- Monthly Board Report (example of layout and content)
- Annual AGM Report (example of layout and content)
- Budget

9. POSITION RESPONSIBILITIES

The identified roles are responsible for, but not limited to, the key items below.

Junior Chairperson (Board Member)

- a. Chair monthly Committee meetings.
- b. Follow the strategic directions, policies, by-laws, and procedures of SBA.

Junior Secretary

- a. Convene, organise, record, and distribute minutes of Committee meetings.
- b. Prepare meeting notices and Agenda with the assistance of the Chairperson.
- c. Receive and process correspondence.

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Junior Committee Members

- a. Provide all details of events and programs requiring communication in a timely manner using the SBA Communications Briefing form.
- b. Assist with distribution of digital communications and flyers for junior activities.
- c. Organise Domestic and Representative presentation events.
- d. Organise trophies/medals for presentation events.
- e. Monitor the health and professionalism of the Junior competition.
- f. Monitor the health and professionalism of the Aussie Hoops program.
- g. Facilitate development opportunities for the SBA community including but not limited to players,
- h. coaches, referees, and score table officials.
- i. Network with SBA parents and players to increase participation in volunteer roles.
- j. Maintain a positive presence within the SBA community, particularly on Junior Domestic competition days.

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