



DOMESTIC COMPETITIONS & COMMUNITY DEVELOPMENT ADVISORY SUB-COMMITTEE OF THE SHOALHAVEN BASKETBALL ASSOCIATION BOARD

TERMS OF REFERENCE

1. PURPOSE

The Domestic Competitions and Community Development Sub-Committee (the Committee) will represent and assist the Shoalhaven Basketball Association (SBA) Board in fulfilling its oversight and responsibility to the Members relating to discharging the relevant Objects set out in (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 of the Constitution: -

- a. Conduct, encourage, promote, advance and administer basketball throughout the Local area (section 3(a));
- b. To establish uniform regulations for the management and playing of basketball (section 3(h)(i));
- c. To make rules or by-laws on matters authorised 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); and
- d. 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 (including Aussies Hoops); and
- b. Domestic Senior competitions.

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 for the Junior and Senior Competitions. This is out of the scope of the role of this Committee and such task will remain with SBA staff.

3. COMMITTEE RESPONSIBILITIES

- a. Review and recommend any changes to the uniform regulations for the management and playing basketball in both the Junior and Senior Domestic competitions;
- b. Review and recommend any changes to the by-laws of the Junior and Senior Domestic competitions;
- c. Recommend the schedule of Junior and Senior Domestic competitions for the following calendar year; and
- d. Recommend any recipients for prizes, awards or distinctions for teams, players and officials following the completion of each Junior and Senior Domestic competition.

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 5 members. The composition of the Committee may include:

- a. SBA Directors;
- b. SBA Staff; and
- c. 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 SBA Board.
- b. Adheres to the SBA Constitution Vision, Mission & Values and the guiding principles in the SBA Strategic Plan.

7. RESPONSIBILITIES

- a. Support the provision of high-quality Junior and Senior Domestic competitions;
- b. Liaise with the Coach Advisory Sub-Committee regarding the SBA coaching program and with other SBA Sub-Committees;
- c. Support activities to maximise fundraising and sponsorship opportunities for the Junior and Senior Domestic competitions;
- d. Foster community and links between the SBA Representative Program and domestic activities;
- e. Submit a calendar of key events and proposed dates to the Board to enable effective planning and timely communication with members;
- f. Liaise with the SBA staff to facilitate and promote Committee activities; and
- g. Adopt and promote 'best practice' within SBA to deliver outstanding customer service to members.

8. SUPPORTING DOCUMENT EXAMPLES AVAILABLE

- a. Agenda;
- b. Monthly Board Report (example of layout and content);
- c. Annual AGM Report (example of layout and content); and
- d. SBA Communications Briefing form.

9. POSITION RESPONSIBILITIES

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

Committee Chairperson (Board Member)

- a. Chair Committee meetings; and
- b. Follow the Strategic Plan, policies, by-laws and procedures of SBA.

Committee 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;
- d. Provide all details of events and programs requiring communication in a timely manner using the SBA Communications Briefing form; and
- e. Communicate court booking requirements to SBA staff.

Committee Members

- a. Attend Committee meetings;
- b. Assist with the distribution of digital communications and flyers for Junior and Senior Domestic competitions;
- c. Organise Domestic competitions presentation events;
- d. Organise trophies/medals for Domestic presentation events;
- e. Monitor the health and professionalism of the Junior and Senior Domestic competitions;
- f. Monitor the health and professionalism of the Aussie Hoops program;
- g. Network with SBA parents and players to increase participation in volunteer roles; and
- h. Maintain a positive presence within the SBA community, particularly on Junior and Senior Domestic competition days.

ToR Number	TO-03
Version Number	1.0
Approved by the Board on	16 October 2023
Review date	September 2024