



**TECHNICAL OFFICIALS ADVISORY SUB-COMMITTEE OF THE SHOALHAVEN BASKETBALL ASSOCIATION
BOARD
TERMS OF REFERENCE**

1. PURPOSE

The Technical Officials Advisory Sub-Committee (the Committee) will represent and assist the Board in fulfilling its oversight responsibility to the Members relating to discharging the relevant Objects set out in Shoalhaven Basketball Association's (SBA) Constitution. To that end, this Committee is established solely to assist the Board with its oversight responsibilities relating to the following Object under section 3(a) of the SBA Constitution:-

- a. Conduct, encourage, promote, advance and administer basketball throughout the Local area;

As it relates solely to:

- a. Domestic Technical Officials; and
- b. Representative Technical Officials.

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.

3. COMMITTEE RESPONSIBILITIES

- a. Recommend a Technical Officials development program including the establishment of an SBA Technical Officials forum;
- b. Recommend Technical Officials for Junior and Senior domestic and representative competitions;
- c. Recommend the schedule of Technical Official development for the following calendar year; and
- d. Recommend any recipients for prizes, awards or distinctions for Technical Officials following the completion of each junior Domestic competition or Junior and Senior representative program.

4. MEETINGS

The Committee will meet at a minimum 4 times between February and November each year in the week prior to the monthly 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 Referee Development Officer;
- c. SBA staff; and
- d. SBA Members

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

7. RESPONSIBILITIES

- a. Support the recruitment, retention and development of all SBA Technical Officials;
- b. Support Technical Officials with respect to any issues as requested by the Board.;
- c. Provide information on Technical Official development opportunities;
- d. Support activities to maximise fundraising and sponsorship opportunities for the officiating program;
- e. Liaise with the other SBA Advisory Sub-Committees;
- f. Ensure all Technical Officials have appropriate uniform and equipment and liaise with the Board in relation to purchase of additional equipment as required;
- g. Submit a calendar of key events and proposed dates to the Board to enable effective planning and timely communication with members;
- h. Liaise with the SBA staff to facilitate and promote Committee activities; and
- i. Adopt and promote 'best practice' within SBA to deliver outstanding customer service to members.

8. SUPPORTING DOCUMENT EXAMPLES AVAILABLE

- a. Agenda;
- b. 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. Monitor the health and professionalism of the SBA Technical Officials program;
- c. Facilitate development opportunities for SBA Technical Officials;
- d. Network with SBA members to increase participation in volunteer roles; and
- e. Maintain a positive presence within the SBA community.

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