



**Wallan Basketball Association Incorporated (WBI)**

**2017/18**

**COMMITTEE – GUIDELINES - ROLES**

**1) WBI General Committee - Meeting Frequency, Time and Location:**

Monthly - 1<sup>st</sup> **Thursday** of each Month - 7.00pm - RB Robson Stadium, Wallan:

**2) Elected WBI General Committee Members – 2016/17:**

<b>Name</b>	<b>Position</b>
1. Gary O'Brien	President (Executive)
2. James Beecroft	Vice-President (Executive)
3. Troy Phelan	Treasurer (Executive)
4. Julie Philippe	Secretary (Executive)
5. Hayden Annett	Coaching Director
6. Kire Grujevski	Chair – Panthers Representative Program
7. Shelly Thrum	Representative Program Administrator
8. Graham Robinson	Chair – Junior Domestic Program
9. Erin Mifsud	Referee Co-ordinator
10. Simone Carrafa	Chair – Senior Program
11. Tracy Connors	Sponsorship
12. Vacant	Communications Manager
13. James Beecroft	Stadium Committee Representative
14. Nicki O'Brien	Canteen Co-Ordinator

**3) Function of the WBI General Committee:**

At its most basic the Committee is there to implement the rules of association and the policies and guidelines of the club. These are all available to read on the club website, the model rules can be viewed at

<http://www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations/running-an-incorporated-association/rules#model-rules>

The key points of the Committee are:

- The function of the WBI Committee is to act in the interests of the Wallan Basketball Incorporated and to represent all cross-sections of the members, acting in the best interests of the majority and to the benefit of the Association.
- The Committee executes its role through its elected representatives bringing knowledge, ideas and challenges to for consideration, and by using their right to vote on certain matters for the best outcome of the Association based on the information presented.
- Subcommittee Chairs and Coordinators will report and make recommendations, as required, at the Committee meetings. Any recommendations of Subcommittee Chairs and Coordinators require ratification of the General Committee by majority vote.
- General Committee members will forego their position if they miss three consecutive meetings without good reason.

#### **4) Meeting Process – Standard Agenda Items & Minutes:**

##### **1. Welcome and Apologies,**

##### **2. Confirmation of Minutes of Last General Meeting (eg: Thursday 5<sup>th</sup> July 2018)**

##### **3. Outstanding Actions (Previous Meetings)**

##### **4. WBI General Business - Monthly Reports**

##### **5. Reports**

- 5.1. Presidents Report
- 5.2. Treasurers' Report
- 5.3. Director of Coaching and Player Development
- 5.4. Junior Representative Basketball
- 5.5. Junior Domestic Basketball
- 5.6. Senior Representative Basketball
- 5.7. Senior Domestic Basketball
- 5.8. Database Administration Report
- 5.9. Referee Coordinator Report
- 5.10. Canteen Coordinator Report
- 5.11. Sponsorship Report
- 5.12. WBI Stadium Committee Report

##### **6. WBI Other Business and Subcommittee Proposals (for Resolution):**

##### **7. To Do Items**

8. **Correspondence In:**

9. **Correspondence Out:**

#### 5) **Monthly Meeting Reports – Subcommittees:**

- Brief, written monthly reports are mandatory from the Treasurer and Chairs of the Panthers Representative, Domestic and Sponsorship Subcommittees. Brief verbal or written monthly reports are required from the Coordinators of **Player-Coach Development, Referees** and **Stadium**;
- Written Subcommittee reports are to be emailed to General Committee members one week prior to General Committee meetings.
- Comments and discussion on Subcommittee reports are encouraged prior to meetings.
- Meeting focus is on decisions related to the recommendations.

#### 6) **Decision-Making – Outside General Meetings:**

- Urgent decisions outside of committee meetings require a majority vote of the committee.
  - Note **Petty Cash** expenditure under \$50 does not require approval but all such receipts must be presented at the next General Meeting to (or by) the Treasurer.
- All such approvals and decisions will be confirmed (or rejected) and advised by email to all General Committee members.

#### 7) **Position Descriptions (WBI Elected Administrators):**

The following roles are mandatory for the effective working of the WBI committee:

POSITION	DESCRIPTION
<b>President</b>	<ul style="list-style-type: none"><li>• Represent the Wallan Basketball Association Incorporated (WBI)</li><li>• Chair General and Executive Committee Meetings;</li><li>• Chair WBI Annual General Meeting;</li><li>• Ensure WBI strategic planning and budgeting for the future of WBI;;</li><li>• Comply with and ensure proper execution of the WBI rules of association and operational guidelines.</li></ul>
<b>Vice President</b>	<ul style="list-style-type: none"><li>• Acts as President in the absence of the president.</li><li>• Comply with and ensure proper execution of the WBI rules of association and operational guidelines.</li></ul>
<b>Secretary</b>	<ul style="list-style-type: none"><li>• Prepare agenda for General Committee meetings;</li><li>• Prepare minutes of all meetings and distribute to all members;</li></ul>

	<ul style="list-style-type: none"> <li>● Collect mail from PO Box and Maintain PO Box;</li> <li>● Read, reply and file correspondence promptly.</li> <li>● Maintain and make available if requested the list of members.</li> <li>● Liaise with members and answer queries and/or complaints.</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>● WBI Budget - Prepare annually and monitor monthly;</li> <li>● Reports - Provide monthly financial reports for General Meetings;</li> <li>● Annual Report - Produce annual financial report for AGM;</li> <li>● Books - Keep records of all WBI incomings and outgoings;</li> <li>● Banking - Pay WBI bills;</li> <li>● Grant Applications - Prepare applications for any WBI-sought grants;</li> <li>● Comply with WBI constitution.</li> <li>● Send out fee invoices and follow/report up on all outstanding fees</li> </ul>
<b>Panthers Representative Chair</b>	<ul style="list-style-type: none"> <li>● Implement and monitor WPRBP Operational Policies &amp; Guidelines;</li> <li>● Organise and oversee all aspects of Panthers Team Selection Process with the assistance of Coaching Coordinators and WPRBP Committee.</li> <li>● Ensure appointment of suitable Team Managers for all Panthers teams</li> <li>● Arrange and oversee Panthers Team Entries and Participation in: <ul style="list-style-type: none"> <li>(i) VJBL Representative Competitions on Friday nights;</li> <li>(ii) BVCC Championship Tournaments; and</li> <li>(iii) All other WBI-endorsed local Tournaments.</li> </ul> </li> <li>● Oversee VJBL team registrations, database and FIBA fixturing.</li> <li>● Ensure all Working with Children Checks are registered with VJBL;</li> <li>● Ensure all WPRBP Code of Conduct Forms are signed.</li> <li>● Provide information and annual schedules for VJBL &amp; BVCC seasons.</li> <li>● Ensure Stadium courts/facilities are fit for VJBL purposes and managed appropriately on Friday nights when any VJBL games are scheduled;</li> <li>● Ensure timely entry of VJBL scoresheet information into system.</li> <li>● Communicate professionally with Panthers Players and Parents and handle WPRBP-related queries and/or complaints.</li> <li>● Provide Panthers Chair report at committee meetings.</li> <li>● Organise and oversee all aspects of Panthers trophy presentation night;</li> <li>● Monitor WPRBP player, coach, spectator &amp; administrator compliance with: <ul style="list-style-type: none"> <li>(i) Codes of Conduct;</li> <li>(ii) WPRBP Operational Procedures; and</li> <li>(iii) WBI constitution.</li> </ul> </li> </ul>

<p><b>Domestic Competition Chair</b></p>	<ul style="list-style-type: none"> <li>● Implement and monitor Domestic Operational Policies &amp; Guidelines;</li> <li>● Oversee Domestic competitions and tournaments</li> <li>● Oversee Team selection process with the assistance of others</li> <li>● Provide yearly schedules for seasons</li> <li>● Review team balance and make changes at end of grading phase</li> <li>● Liaise with members and answer queries and/or complaints</li> <li>● Provide Domestic report to committee at meetings</li> <li>● Arrange all trophies for each season</li> <li>● Review stadium and ensure all courts and facilities are fit for purpose</li> <li>● Ensure all players/parents and supporters comply with codes of conducts</li> <li>● Promotes an inclusive, non-discriminatory culture within the association. Contributes to the positive experience of players, coaches and families through timely communication and planning in the customer service aspects of the club</li> <li>● May take roll of <b>court supervisor</b> for domestic games to monitor coach and player usage or operational guidelines</li> </ul>
<p><b>Referee Coordinator</b></p>	<ul style="list-style-type: none"> <li>● Update committee and referees of any rule changes</li> <li>● Organise recruitment and training of new referees</li> <li>● Ongoing review of all referee performance</li> <li>● Conduct monthly Referee meetings</li> <li>● Organise ref schools as required</li> <li>● Develop a referee roster each week</li> <li>● Prepare referee pays each week</li> <li>● Make sure all referees are currently licensed</li> <li>● Attend referee seminars and courses as required</li> <li>● Keep computerised referee records</li> <li>● Update referee policies as required</li> <li>● Coach referees (Qualified Referee coach preferred)</li> </ul>
<p><b>Senior Representative Competitions Chair</b></p>	<ul style="list-style-type: none"> <li>● Implement and monitor appropriate competition Operational Policies &amp; Guidelines;</li> <li>● Ensure appointment of suitable Team Managers for all Panthers teams</li> <li>● Arrange and oversee Panthers Team Entries and Participation in competitions</li> <li>● Oversee team registrations, database and FIBA fixturing.</li> <li>● Ensure all Code of Conduct Forms are signed.;</li> <li>● Ensure timely information is provided to competition owners such as BVC.</li> <li>● Ensure Stadium courts/facilities are fit for purposes and managed appropriately for games as scheduled;</li> <li>● Communicate professionally with Panthers Players and Parents and handle WPRBP-related queries and/or complaints.</li> <li>● Provide report at committee meetings.</li> <li>● Organise and oversee all aspects of Panthers trophy presentation night;</li> <li>● Monitor WPRBP player, coach, spectator &amp; administrator compliance with: <ul style="list-style-type: none"> <li>(i) Codes of Conduct;</li> <li>(ii) WPRBP Operational Procedures; and</li> </ul> </li> </ul>

	(iii) WBI constitution.
<b>Senior Domestic Chair</b>	<ul style="list-style-type: none"> <li>● Implement and monitor appropriate competition within the Operational Policies &amp; Guidelines;</li> <li>● Arrange and oversee Team / Player Registration</li> <li>● Oversee database and fixturing</li> <li>● Ensure Stadium courts/facilities are fit for purposes and managed appropriately for games as scheduled</li> <li>● Provide report at committee meetings</li> <li>● Organise and oversee all aspects Grand Final presentation / trophies</li> <li>● Monitor player, coach, spectator &amp; administrator compliance with: <ul style="list-style-type: none"> <li>(i) Codes of Conduct;</li> <li>(ii) Operational Procedures; and</li> <li>(iii) WBI constitution</li> </ul> </li> </ul>
<b>Coaching Director</b>	<ul style="list-style-type: none"> <li>● Guide Player Development Program and keep updated</li> <li>● Provide a report to committee meetings</li> <li>● Implement and instill the <b>WBI Coaching Philosophies, Values and Guidelines</b> across all of the Association's Player and Coach Development activities and programs.</li> <li>● Formulate, coordinate and deliver WBI-wide <b>Coach Development</b> programs, clinics, sessions, and accreditation courses.</li> <li>● Formulate, coordinate and deliver WBI-wide <b>Player Development</b> programs, including overseeing <b>Panthers training sessions and games</b>, as well as the conduct of specialist skills clinics, talent development camps and school visits.</li> <li>● Oversee growth and development of the <b>WBI Hoops and Junior Domestic Training Program</b>.</li> <li>● Contribution to <b>WBI Administration</b> via committee representation, such as facilitation of Panthers try-out sessions, Panthers player and coach selection and Domestic coach appointment and team grading decisions.</li> <li>● <b>Represent the Association</b> in its dealings with players, parents, other Associations, BV, BVCC, VJBL, local government, WBI sponsors and the public generally.</li> <li>● Work within pathways for junior WBI talent with all coach and player appointments fully aligned with WBI philosophies and valued attributes.</li> <li>● Owns and maintains the Player and Coach development plans</li> <li>● Drives the overall improvement program for the association through researching and implementing best practices</li> <li>● Tasked with improving operational standards across the board</li> </ul>

The following role are roles identified by the committee as being required for effective working of the association. These roles can be shared and roles can be performed by committee members who already hold another position.

These roles do not necessarily require the holder to be on the committee.

<b>Canteen Coordinator</b>	<ul style="list-style-type: none"> <li>🌀 Responsible to co-ordinate purchase and receiving of canteen stock</li> <li>🌀 Monitor a record of stock in hand</li> <li>🌀 Organise set up/close of canteen each Friday Saturday.</li> <li>🌀 Prepare any rosters</li> <li>🌀 Provide monthly Canteen report for committee meeting.</li> </ul>
<b>WBI Stadium Representative</b>	<ul style="list-style-type: none"> <li>🌀 Attend Robson Stadium meetings</li> <li>🌀 Provide feed back on stadium meeting</li> <li>🌀 Provide feed back to stadium committee from Basketball Committee</li> <li>🌀 Lobby for stadium improvements</li> </ul>
<b>Equipment and Uniform Coordinator</b>	<ul style="list-style-type: none"> <li>🌀 Keep record of all uniforms</li> <li>🌀 Follow up any uniforms not returned</li> <li>🌀 Order new uniforms as required</li> <li>🌀 Arrange stock of all merchandise</li> <li>🌀 Keep storeroom tidy</li> <li>🌀 Keep training and playing equipment in good order and recommend to committee all proposed new purchase for approval</li> </ul>
<b>Sponsorship Coordinator</b>	<ul style="list-style-type: none"> <li>🌀 Devise and implement WBI sponsorship strategy to seek new sponsors and maintain existing sponsors;</li> <li>🌀 Engage with and provide proactive support to all sponsors;</li> <li>🌀 Arrange signage and other sponsor display requirements;</li> <li>🌀 Propose and organise approved fundraising events for the year</li> <li>🌀 Assist Panthers Chair to arrange WPRBP presentation night;</li> <li>🌀 Assist Domestic Chair to arrange WJDBP presentations (GF Days);</li> <li>🌀 Prepare all media releases</li> <li>🌀 Prepare, post and distribute monthly WBI newsletter (web and printed)</li> <li>🌀 Proactively submit team &amp; WBI competition results / news to papers.</li> </ul>
<b>WBI Administrator (Rep or Dom)</b>	<p>Discretionary roles as we grow. Designed to provide support to the 'Chair' roles for rep, domestic and senior. Duties are decided between the chair and the administrator to support to successful execution of these roles. May include:</p> <ul style="list-style-type: none"> <li>🌀 Help maintain sporting pulse such as creating and updating Team lists and score entry.</li> <li>🌀 Prepare Statutory Declarations for Tournaments</li> <li>🌀 Enter teams into tournaments</li> <li>🌀 Update and monitor any member or official that requires a Working With Children Check</li> <li>🌀 administrative aspects of the association from uniforms, communications, finances</li> </ul>



<b>Media / Comms Manager</b>	<ul style="list-style-type: none"> <li>Generally co-ordinate all broader communications with families and players, both outbound and inbound.</li> <li>Responsible for Facebook, Website and social media.</li> <li>Keep Website current and engaging</li> <li>Co-ordinate Facebook posts to maximise communication and engagement</li> <li>Monitor all social media activity for conduct compliance.</li> </ul>
<b>Court Supervisor</b>	<ul style="list-style-type: none"> <li>Monitor all games for compliance with the operational guidelines and codes of conduct</li> <li>Be the go to person for parents and players while on duty</li> </ul>

**\*\*Please Note that ALL these positions require a Working with Children Check\*\***

## **8) General Committee operation and General Committee Members**

As a committee we value everyone's input and when decisions are to be made everyone has a vote and everyone's vote is equal.

The committee members are made up of both basketball and non-basketball experienced representatives. This breadth of experience is crucial to a supportive and diverse committee function.

This group provides a vital link to the overall experience parents and their children have at our association. Their contribution and feedback help balance the basketball excellence and overall enjoyment factors of our decisions.

Committee participation is about putting in what you can and helping to share the load across as many people as we can. Simply turning up to committee meetings and contributing opinions or feedback from others is a great input to the future direction of the club.