

**Whyalla Basketball Association Inc.**

# **By-Laws**

## **Administering & Protecting the Game**

**This document references:**

**By-Laws - Playing the game**

**By-Laws - Combined / State Rep Management**

*Whyalla Basketball Association Inc.*

*PO Box 2383*

*Whyalla Norrie SA 5608*



# By-Laws - Administering the Game

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# By-Laws – Administering & Protecting the Game

## 1. OFFICE BEARERS LIST OF DUTIES

### 1.1. PRESIDENT'S LIST OF DUTIES

- 1.1.1. Shall preside at all meetings of the Association and ensure that the business of the meeting is properly and expeditiously dealt with.
- 1.1.2. Must be conversant with the Constitution, By-Laws and previous policy decisions of the Association
- 1.1.3. Together with the Secretary, prepare the Agenda for all Meetings.
- 1.1.4. Shall act as Spokesperson for the Association, unless an alternative spokesperson has been specifically appointed by the Management Committee.

### 1.2. VICE-PRESIDENT'S LIST OF DUTIES

- 1.2.1. In the absence of the President, shall perform the functions of that officer.
- 1.2.2. Must be conversant with the Constitution, By-Laws and previous policy decisions of the Association.

### 1.3. SECRETARIES LIST OF DUTIES

- 1.3.1. To receive all incoming correspondence. To deal with that correspondence as is necessary.
- 1.3.2. To compile and distribute out going correspondence.
- 1.3.3. To take training bookings, or appoint a representative to do so and keep records of such. Shall advise the Treasurer, for billing purposes, as instructed by the WBA committee..
- 1.3.4. To be responsible for the recording of minutes at all meetings, if there is no Minute Secretary.
- 1.3.5. To issue these minutes to the following people as soon as is practicable after the meetings:
  - All Management Committee Members
  - Club representatives
  - Copy on Stadium notice board
- 1.3.6. To issue the agenda for all meetings to Management Committee Members at least 3 days prior to the meeting.
- 1.3.7. Maintain all records etc. as required by the Association.
- 1.3.8. Maintain, and be the custodian of the Associations Constitution.
- 1.3.9. To be responsible for compiling and updating of the Associations Registers.

### 1.4. DUTIES OF TREASURER

- 1.4.1. Shall bank all monies received into an account in the name of the Association as soon as it is practical to do so or delegate that responsibility as advised to the WBA committee. All appropriate paper work , including banking receipts will be filed at the earliest possible opportunity.
- 1.4.2. All cheques to be signed by 2 members of the Executive.

- 1.4.3. Major or unusual expenditure must be authorised before payment.
- 1.4.4. Shall cause records to be kept of all financial transactions, and make those records available for inspection by any Management Committee Member.
- 1.4.5. Shall prepare financial budgets and statements as required.
- 1.4.6. Shall present audited financial reports to the Annual General Meeting.
- 1.4.7. Shall issue receipts for all monies received.
- 1.4.8. Shall keep the following books:
  - Cash Receipts and Payment Journal
  - Bank Deposit Book
  - Bank Cheque Account
  - Sundry Debtors Ledger
- 1.4.9. Report to the monthly WBA meetings on the financial position of the Association.
- 1.4.10. Compile, update and be the custodian of the Associations Asset Register.
- 1.4.11. Authorise floats, for WBA purposes, as needed

### **1.5. DUTIES OF REGISTRAR**

- 1.5.1. Shall receive all registration and nomination forms for teams and players and relevant fees.
- 1.5.2. Shall forward fees collected to the Treasurer promptly
- 1.5.3. Shall keep details of players registered and prepare reports to the Management Committee as required.
- 1.5.4. Teams shall apply to the Registrar for use of their chosen colours and design of uniforms. The Registrar shall present this proposal to the management committee for approval, eg proposed uniform can't resembles any other uniform that the team may play against, so as to cause confusion by the umpires.
- 1.5.5. Be custodian of the Training and Games Managers keys.
- 1.5.6. Responsible for managing, controlling and appointing of Games Managers, with the approval of individuals by the WBA executive committee.

### **1.6. DUTIES OF UMPIRES COORDINATOR**

- 1.6.1. Constantly improve the umpiring system to best meet the needs of the Association.
- 1.6.2. Be the Association contact person for all umpiring matters.
- 1.6.3. Hold regular meetings of all umpires.
- 1.6.4. Prepare the umpiring roster and distribute to umpires and Clubs.
- 1.6.5. Be conversant with the Umpires Rules Book.
- 1.6.6. Provide regular reports to the Management Committee.
- 1.6.7. With the Approval of the WBA Executive committee recruit Umpiring development officers as required to appropriately develop our umpires.
- 1.6.8. In conjunction with the umpiring development officer prepare a plan of umpiring clinics as per each season's requirements.
- 1.6.9. Arrange for umpire accreditation courses as required.

- 1.6.10. Inform umpires of changes to bylaws and playing rules / conditions.
- 1.6.11. In conjunction with the Umpiring Development officer select umpires for finals based on performance and attendance to training camps thru the year
- 1.6.12. Every season award certificates of recognition to all junior umpires.
- 1.6.13. In consultation with the Umpiring Development officer select a Junior Umpire award recipient for each season according to the following criteria:
  - Must be eligible to play Junior Basketball.
  - Must have been umpiring for at least 6 months.
  - To be responsible in the fulfilment of umpiring duties, which include umpiring games rostered and attending clinics when required.
  - Should also be seen to be making a positive attempt to improve their standard of umpiring, by listening to and following advice when given, and by making themselves available to umpire outside Whyalla.
- 1.6.14. In consultation with the Umpiring Development officer select a Senior Umpire award recipient for each season according to the following criteria:
  - As above but not be eligible to play Junior Basketball.

### **1.7. DUTIES OF UMPIRING DEVELOPMENT OFFICER**

- 1.7.1. Work closely with the Umpiring Co-ordinator. To ensure all club umpires are of adequate standard.
- 1.7.2. Be conversant with the Umpires Rules Book.
- 1.7.3. Conduct the Associations umpiring as per agreed plan with Umpiring Co-ordinator.
- 1.7.4. In conjunction with the Umpiring Co-ordinator, Grade the umpires.
- 1.7.5. Ensure no new umpire takes the court without first going to an umpiring clinic (seniors not so critical).
- 1.7.6. Ensure new umpires are fully supervised for their 1<sup>st</sup> 2-3 games.
- 1.7.7. Award monthly "Most Improved" Junior umpire award in form of a \$10 canteen voucher.
- 1.7.8. Provide on court assistance as a mentor for all junior umpires. Utilise other senior umpires to assist in doing this.
- 1.7.9. In conjunction with Umpiring Co-ordinator obtain any required development tools for umpires.
- 1.7.10. Attend umpiring coaching clinics with assistance from the WBA.
- 1.7.11. Multiple development officers can be utilised to maintain an adequate standard of umpires.

### **1.8. DUTIES OF COMPETITION ORGANISER**

- 1.8.1. Compile a program for the commencement of each season and issue to Clubs, Umpires Co-ordinator etc.
- 1.8.2. Call a meeting of the Clubs if there are any problems with the program.
- 1.8.3. Keep a running total of Points and Percentages for the current season and display at regular intervals.
- 1.8.4. Arrange the Finals program.

- 1.8.5. Advise Treasurer of details of forfeits, fines etc as requested.
- 1.8.6. Re-roster changes of matches throughout the season when required and advise all clubs accordingly.
- 1.8.7. To receive from Clubs, written application for re-scheduled games 48 hours before the schedule starting time.
- 1.8.8. Re-schedule games due to other Basketball commitments only.
- 1.8.9. Shall check score sheets weekly to check for unregistered players.
- 1.8.10. Receive notification from the clubs regarding forfeit 24hrs prior to the scheduled game start time.
- 1.8.11. Shall arrange for and count Most Valuable Player votes, and arrange the pennants and trophies.
- 1.8.12. The Competition Organizer has the power to request a team to be re graded or diluted. Clubs have the right to oppose such a re grading in writing to the executive.
- 1.8.13. Arrange, convene and attend Tribunal sittings when they are required.
- 1.8.14. Ensure that sufficient report forms are available to referees officiating matches.
- 1.8.15. The WBA Competition Organiser or nominee shall be responsible for maintaining a permanent register of tribunal proceedings and decisions and will make this register available to the WBA Management Committee and Tribunal Panel on demand.

#### **1.9. DUTIES OF STADIUM MANAGER**

- 1.9.1. Provide, or project manage, minor repairs to the stadium facilities as required up to \$500, in any one month. Above this value a written quote must be obtained provided and approved by the executive.
- 1.9.2. To ensure the stadium is in a state of good repair at all times and to keep a proper check on the fittings and equipment, and report to the correct officer if any are found to be missing or broken.
- 1.9.3. Provide an annual report to the Association committee outlining major maintenance, reliability and repair issues that may need to be financially planned and budgeted for with assistance, if required.

#### **1.10. DUTIES OF PUBLICITY OFFICER**

- 1.10.1. Provide media coverage for games and events.
- 1.10.2. Seek sponsorship for Most Valuable Player awards and advise Sponsors of presentation times and dates each season.
- 1.10.3. The sale of advertising space in and around the Stadium.
- 1.10.4. Investigate and pursue all avenues of sponsorship for special events (eg Carnivals etc)
- 1.10.5. Keep current list of Sponsors, Advertisers and contact names for both.
- 1.10.6. Promote the game of basketball without fear or favour of individual clubs, with the aim of producing the best result for the Clubs and Association as a whole.
- 1.10.7. Specific duties to be allocated at the discretion of the Management Committee.

### **1.11. DUTIES OF COMPLAINT HANDLING OFFICER**

- 1.11.1. Follow up complaints expediently as per the WBA complaint Handling procedure and take action or recommend actions to occur based on evidence gathered to the WBA.
- 1.11.2. Form investigation teams as necessary to follow up complaints.
- 1.11.3. To ensure that they are not directly involved in the subject matter of the complaint, and raise the matter with a superior should such an issue arise;
- 1.11.4. Have access to staff at all levels of the organisation so that complaints can be resolved quickly; and Have clearly defined power to act and provide redress to complainants or to refer the matter to
- 1.11.5. Delegate other committee members to lead a complaint investigation if required.
- 1.11.6. Ensure all complaints are properly and transparently documented.

### **1.12. DUTIES OF MEMBER PROTECTION INFORMATION OFFICER**

- 1.12.1. To provide member support regarding complaints around harassment, discrimination, fair play and abuse by helping to direct and supply information about a particular matter.
- 1.12.2. An MPIO will assist the organisation-involved deal with the issue efficiently and effectively. Where a resolution cannot be achieved the MPIO can draw upon their training and knowledge seeking the assistance of an alternative agency to help the parties involved.
- 1.12.3. There can be more than 1 MPIO in the Association at any time
- 1.12.4. Importantly, they are not a person who investigates matters, advises, or advocates for the complainant.

## **1. DUTIES OF ANCILLARY STAFF AND OFFICIALS**

### **1.1. DUTIES OF GAMES MANAGERS**

- 1.1.1. Shall arrive at the venue of play at least 20 minutes prior to the commencement of the first game.
- 1.1.2. Shall ensure each court has the equipment needed to commence play and at the conclusion of the last game shall return this equipment to its place of storage.
- 1.1.3. Shall ensure all doors, etc are securely fastened prior to leaving the stadium.
- 1.1.4. Shall have full control of the games played whilst Games Manager.
- 1.1.5. Shall act in the interest of the Association only and any misuse of this power shall be dealt with by the Management Committee as it sees fit.
- 1.1.6. They will manage the umpiring schedule for the night.
- 1.1.7. Shall not be rostered to perform umpiring duties on the night they are Games Manager. They can however, perform backup umpiring if a WBA committee member is present as acting Games Manager for that round.
- 1.1.8. Shall advise the Competition Organiser of any reports or injuries arising from the scheduled games.
- 1.1.9. Shall ensure that all score sheets are filled out correctly and signed and all MVP voting slips are filled in at the end of each game.
- 1.1.10. Shall fill in umpiring payments sheets.

- 1.1.11. Shall give umpires making tribunal reports the correct paperwork and assist them in completing reports.
- 1.1.12. Shall advise the Stadium Manager of any repairs etc needed to be done before the next nights competition commences.
- 1.1.13. Shall at approx half time of every junior game proactively approach each coach if they are happy with the performance of the umpires and if necessary observe and take corrective action with the coach or the umpires.
- 1.1.14. Shall be required to police the Associations policies.

## **1.2. DUTIES OF GATEKEEPERS**

- 1.2.1. Shall arrive at the venue of play at least 30 minutes prior to the commencement of the first game.
- 1.2.2. Shall receive from each person entering the stadium the required entrance fee. Exceptions:
  - Letter signed by the President which entitles the bearer to be admitted free of charge.
  - Life members.
  - Junior coaches as per the published list from the WBA database
- 1.2.3. Shall not make any cash refunds.
- 1.2.4. Shall, at the earliest possible date, bank all monies received, as delegated by the Treasurer.
- 1.2.5. Pay the umpires and other officials, according to their rosters and entitlements, from the gate takings and fill in the associated paperwork daily.
- 1.2.6. Maintain the Association float/s, as instructed by the WBA Treasurer, for gate keeping purposes.

## **1.3. DUTIES OF ASSOCIATION UMPIRES**

- 1.3.1. Control in an unbiased manner all games played under the WBA banner by being conversant with the Association By-Laws and playing rules.
- 1.3.2. Shall, at the completion of the game in which they are officiating check the players, who participated in the game, have been recorded on the score sheet.
- 1.3.3. Shall, at the completion of the game in which they are officiating, check & sign the score sheet legibly. Failure to do so may result in forfeiture of umpiring fee.
- 1.3.4. Should attend lectures and sit for examinations as directed by the Umpire Coordinator.
- 1.3.5. Fees for payment of services performed shall be as determined by the Management Committee.
- 1.3.6. Check that players are fit to take part in games as per the general playing conditions.
- 1.3.7. Umpires should seek clarification of the rules or by-laws, from the games manager, in the event of a dispute. The games manager's decision is final.
- 1.3.8. Shall complete the necessary Most Valuable Player details in a professional and respectful manner.
- 1.3.9. Shall record, on the score sheet, the time, and nature of, any injuries sustained by any players during the game. This information must be brought to the attention of the games manager.

- 1.3.10. A player who is found to be not listed on the score sheet shall be ordered from the court. A bench technical foul shall be imposed on the offending team and any score made by the unlisted player shall be deleted.

#### **1.4. DUTIES OF CLUB UMPIRES**

In addition to the rules laid down for Association Umpires, Club supplied umpires shall also adhere to the following:

- 1.4.1. Shall report to the Games Manager 5 minutes before the start of the game.
- 1.4.2. The Management Committee shall have the power to fine a Club for failure to fulfil their umpiring obligations.

### **2. REGISTRATIONS / CLEARANCES**

- 2.1. Each player must be registered 24 hours prior to list time of their first match and have paid such fees as determined by the Management Committee.
- 2.2. All new players or players requiring a clearance must submit a registration form with birth date and signature to the association. Parental consent and proof of age must be produced for all junior players.
- 2.3. Club Secretary/Registrar must notify the Association Registrar of any change of player's names during the season.
- 2.4. Each team, together with such fees and forms as are necessary, must be submitted to the Registrar in a format to comply with the associations systems.
- 2.5. A player cannot register for two Clubs during any one season unless the Management Committee grants a clearance.
- 2.6. A clearance is required for any player transferring between WBA clubs. The transfer section of the registration form needs to be completed by both clubs.
- 2.7. No club shall register any player unless they are an amateur in accordance with the following definition; - "an amateur, for the purpose of competition, shall be one who competes solely for the pleasure and physical, mental and social they derive there from and who has not disqualified themselves by the following act: by directly or indirectly receiving payment or other valuable consideration for the playing of basketball in this or any other Association."

### **3. FEES**

Fees will be set by the management committee and communicated to clubs via a general committee meeting.

### **4. CLUB ACCOUNTS**

All Club accounts shall be 30 day accounts.

In times of legitimate hardship clubs may request an extension of these payment terms from the management committee. This is to be done formally in writing.

### **5. DISCIPLINARY TRIBUNAL**

Where required the WBA operates under the SA country Basketball Disciplinary Tribunal Bylaws Refer to this bylaw online.

#### **5.1. ENFORCEMENT OF TRIBUNAL PENALTIES**

- 5.1.1. Penalties will be served, based on the grade that the Member was playing in /involved with when suspended.

- 5.1.2. A 1 Week tribunal penalty is defined as 1 scheduled round of WBA rostered games for that Member. Eg Semi finals ,prelim finals and Grand finals are classed as different rounds thus although they may be played in 1 week for the purpose of the tribunal they are considered 3 weeks of play.
- 5.1.3. A bye does not constitute a scheduled round.
- 5.1.4. Players found guilty by tribunal become ineligible to win any MVP awards in the season they are convicted.

## **5.2. REPORTING AN OFFICIAL**

- 5.2.1. A player or team (through its captain) may report any official for any misconduct such as listed in Clause 1.9.5.
- 5.2.2. A letter, or report form giving details of the conduct of the Official, signed by the player, shall be lodged with the WBA Complaint officer or a designated Association Official within 24 hours.
- 5.2.3. The complaint shall be investigated by the WBA Complaint officer or exec Committee to deem that it is not frivolous before submitting it to the Disciplinary Tribunal.

## **6. MEMBER PROTECTION POLICY**

The WBA complies and refers to Basketball Australia's Member protection policy.

Follow this link: <http://www.basketball.net.au/about/policies/>

This policy applies to everyone involved in the Association including committee members, administrators, coaches, officials (umpires/referees/judges), volunteers, players, parents and spectators.

### **6.1. CHILD PROTECTION POLICY**

This policy outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from abuse.

The WBA references and complies to Basketball Australia's Member Protection Policy on such issues.

### **6.2. POLICE CHECKS -**

- 6.2.1. On top of the BA Member protection Policy Screening requirements the WBA request that coaches of WBA junior teams, including representative sides shall have a valid police check or be accompanied by someone that has one.
- 6.2.2. The WBA Member protection Officer has the right to audit any WBA club at any time to ensure its coaches are compliant
- 6.2.3. WBA sets a 3 year expiry date for its members Police checks.
- 6.2.4. If a WBA members Police check status changes at any time it is incumbent on them to notify the club and Hence the Association.

### **6.3. PLAY BY THE RULES**

- 6.3.1. As a basic education step the WBA recommends all its junior coaches and committee members to undergo online "Play by the Rules Training".
- 6.3.2. There is no expiry date for "Play by the Rules Training".

## **7. COMPLAINT HANDLING**

The WBA takes all complaints about on and off-field behaviour seriously. Our Association will handle complaints based on the principles of procedural fairness (natural justice), that is:

- All complaints will be taken seriously;
- Both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond (give their side of the story);
- Irrelevant matters will not be taken into account;
- Decisions will be unbiased & fair; and penalties imposed will be fair and reasonable.
- More serious complaints may be escalated to our State body.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, we will report the behaviour to the police and/or relevant government authority and our state/national body.

### **7.1. COMPLAINT HANDLING PROCESS**

When a complaint is received by our Association, the person receiving the complaint (e.g. Games Manager, President or Complaint officer) will:

- Respond within in 48hours acknowledging receipt of the complaint.
- Listen carefully, ask questions to understand the nature & extent of the problem;
- Ask what the complainant would like to happen;
- Explain the different options available to help resolve the problem;
- Maintain confidentiality but not necessarily anonymity.
- Transpose this information to a BA complaint form(Member protection bylaw –Part E) for recording purposes and to allow complete follow up of the incident.

Once the complainant decides on their preferred option for resolution, the Association will assist, where appropriate and necessary, with the resolution process. This may involve:

- Supporting the person complaining to talk to the person being complained about.
- Bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- Gathering more info (e.g. from other people that may have seen the behaviour);
- Seeking advice from our district, regional, state and/or national body or from an external agency (e.g. State Body MPIO or anti-discrimination agency);
- Referring the complaint to our state body and/or Referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.
- Update the Complaint form at each junction so that the final document is a concise record of the whole event.

In situations where a complaint is referred to our state Body and an inquiry is conducted, the WBA will:

- co-operate fully;
- ensure the complainant and respondent are not victimised;

- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on our state body recommendations.

At any stage of the process, a person can seek advice from or lodge a complaint with an anti-discrimination commission or other external agency.

## **7.2. DISCIPLINARY MEASURES**

Our Association will take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Disciplinary measures imposed under our policy must:

- Be fair and reasonable;
- Be based on the evidence and information presented and the seriousness of the breach;
- Be determined by our Constitution, By Laws and the rules of the game.

Possible measures that may be taken include:

- verbal and/or written apology;
- counselling to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our Association;
- suspension or termination of membership, participation or engagement in a role or activity;
- de-registration of accreditation for a period of time or permanently; a fine; or any other form of discipline that our Association considers reasonable and appropriate.

## **7.3. COMPLAINT APPEALS**

The complainant or respondent can lodge one appeal against decisions of or disciplinary measures imposed by our Association to our [district, regional, state or national] association. Appeals must be based on either a denial of natural justice, because of unjust or unreasonable disciplinary measure(s) being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker/Association

## **8. LICENSED PREMISES - RULES FOR OPERATION**

- 8.1. All members are to be bound by the provisions of the following at all times.
- 8.1.1. Liquor Licensing Act, 1985 (as amended).
- 8.1.2. The WBA Constitution and By-Laws.
- 8.1.3. Only suitable trained 'responsible person's' may serve behind the Bar.
- 8.1.4. Only persons authorised by the Junior Committee shall serve behind the Bar
- 8.1.5. The hours of operation shall be as determined by the Management Committee and our license agreement.
- 8.1.6. The Management Committee must approve any contract of employment.
- 8.1.7. No advertising signs shall be erected without prior approval of the Junior Committee.