

Basketball Geelong Commission

Competition Committee – Terms of Reference

1. Background

To assist the Basketball Geelong Commission (**Commission**) in the execution of its responsibilities, it has established a number of Committees (**Committees**).

The Commission has resolved to establish the Competition Committee. These Terms of Reference set out and define the objectives, membership structures, roles and duties of the Competition Committee.

These Terms of Reference are to be read in conjunction with the:

- (a) *Commission Charter*
 - (b) *Committee Policy – General Terms of Reference*
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2. Purpose

The primary purpose of the Competition Committee (**Competition Committee**) is to oversee all competitions administered by BG and advise the Commission on the strategic development and evaluation of BG's domestic competitions activities including:

- (a) to provide the highest possible standard of graded and non-graded competitions in the Geelong region which will assist to increase participation across all ages and sexes;
- (b) to co-ordinate competitions/leagues, as directed by the Commission, and to ensure competitions are conducted in accordance with the Constitution, By-Laws and the rules of Basketball;
- (c) oversee the development of a sustainable financial model which will ensure continued competition growth each year;
- (d) to develop and implement competition By-Laws and ensure they are applied in a fair and consistent manner;
- (e) provide a program of events, competitions, tournaments and other relevant basketball activities that drives improvement and participation in basketball in the Geelong region; and
- (f) to ensure best practice governance models are adopted by member Clubs and that Member Clubs are financially secure and managed appropriately.

3. Committee Membership

3.1 Membership

- (a) The membership of the Competitions Committee represents knowledge and experience the Commission have identified as being relevant to the competition area. It will include the following:
 - (1) at least one Commissioner shall be on the Competition Committee, nominated by the Chair of the Commission.
 - (2) four people elected by, and representing, Club Members (**Club Representatives**);
 - (3) up to two other other persons the Commission considers would make a valuable contribution to the operation of the BG's competitions, based on their previous club, development or competitions experience.
- (b) To ensure as wide a membership representation as possible, no two people directly considered to be representing the interests of any one club may sit on the Committee simultaneously.
- (c) Except for the Club Members, the actual number and selection of members for the Competition Committee is at the Commission's discretion. As a general rule, the number of members on the Competition Committee will be an odd number and not exceed 7.

3.2 Chair

- (a) The Commission will appoint one of the members of the Competition Committee to be the Chair (which, as a general rule, will not be a Commissioner).
- (b) The role of the Chair is as set out in Committee Policy – General Terms of Reference.
- (c) The Chair of the Competition Committee may allow any person to attend as a regular or ad-hoc observer or for reporting purposes. Such persons have no voting rights.

3.3 Committee relationship with staff

- (a) The CEO (and/or their nominee) shall attend all meetings of the Competition Committee. The CEO (and/or their nominee) has no voting rights. It is considered practical that the staff member attending meetings of the Competition Committee is the member of staff who ordinarily deals with management of BG competitions.
- (b) Notwithstanding (a) above, the CEO has overall responsibility for administration of the operational functions of the Competition Committee and the CEO retains the authority to allocate BG resources as necessary to enable the Competition Committee to carry out its role and functions.

4. Term of membership

4.1 Term

- (a) Membership term of the Competition Committee will be 2 years (**Term**), but no more than four members of the Competition Committee may be appointed for the same two year term.
- (b) Members of the Competition Committee will continue to hold their position until the Commission ratifies the appointment of a replacement Competition Committee following the end of each Term.
- (c) While no time limits exist for length of service on the Competition Committee, it is desirable to have some level of turnover through the Competition Committee as part of a renewal process.

4.2 Election of Club Representatives

- (a) Following the end of each Term the CEO will call for nominations from Clubs for any vacant Club Representative positions.
- (b) The CEO will set out, in writing, the nomination process and the process for electing members if the number of nominations received is greater than the number of positions available.
- (c) If the number of nominations received equals the number of Club Representative positions vacant, then the nominees will be declared elected unopposed.
- (d) If the number of nominations received is greater than the number of Club Representative positions vacant, then an election will be held utilising the weighted voting system.
- (e) The number of votes to be allocated to a Club for the purposes of the weighted voting system shall be calculated by reference to the number of teams entered and paid for at the last registration period before the meeting.
- (f) The number of votes shall be determined as follows:
 - (1) 1 vote for each Club Member with less than 10 teams;
 - (2) 2 votes for GCBA and for each Club Member with between 10 – 25 teams;
 - (3) 3 votes for each Club Member with between 26 – 40 teams; and
 - (4) 4 votes for each Club Member with greater than 40 teams.
- (g) The number of votes to be allocated to a Club will be determined by the CEO, whose decision is final.

5. General powers

See Committee Policy – General Terms of Reference.

6. General principles

See Committee Policy – General Terms of Reference.

7. Specific duties and responsibilities

The specific duties and responsibilities of the Competition Committee are:

- (a) receive from the CEO a draft budget for the Competition division before each financial year and make recommendations to the CEO and the Commission on any proposed changes to the proposed budget;
- (b) receive quarterly reports from the CEO on the performance of the Competition division as a strategic business unit of BG (including budget/financial details) and provide feedback and/or recommendations to the CEO for consideration as required;
- (c) make decisions on, and advise the BG Commission of, the structure of Geelong Basketball League (**GBL**) and other competitions, and the criteria for participating in these competitions (including competition By-Laws);
- (d) to monitor, interpret, and hear appeals in respect to competition By-Laws; which shall, in the first instance, be interpreted by BG staff. The Competitions Committee will be the final point of appeal within BG.
- (e) to maintain and conduct a basketball tribunal system in accordance with BG Constitution and By-Laws, and or relevant tribunal by-laws adopted by Basketball Victoria;
- (f) to oversee the recruitment, training and development of score table personnel and statisticians and the allocation of score table personnel and statisticians for competitions and events;
- (g) to oversee the recruitment, training and development of referees and the allocation of referees for competitions and events;
- (h) to liaise with Basketball Australia, Basketball Victoria, BVCC, and other like organisations on matters relating to the provision of competitions;
- (i) assist in any required policy formulation or policy review and present this documentation to the Commission for approval. In particular, these policies would include the Code of Conduct;
- (j) advise the Commission on the development or amendments to BG/GCBA's strategic directions relating to competition growth. This strategic role also includes:
 - (1) the identification of emerging issues that the Commission may not be aware of;
 - (2) working with the CEO and management in the development of an overall framework for the planning of competition growth; and
 - (3) assisting the CEO and management in the evaluation and monitoring of competition growth and program activities inclusive of the development of specific performance indicators.

- (k) review any competition at the completion of each season and recommend to the CEO and the Commission alterations where necessary;
 - (l) establishing Working Groups or Sub-Committees as necessary to assist the Competition Committee fulfil its purpose;
 - (m) receive reports from the CEO, other staff and working groups concerning the delivery of plans and strategies linked to the above stated responsibilities and provide feedback in the form of advice and/or constructive criticism;
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8. Meetings and reporting

See Committee Policy – General Terms of Reference.

9. Links to other Committees

The Competition Committee will work collaboratively with the Supercats Elite Performance Committee to ensure the development and competition pathways meet the aims of the Supercats Elite Performance Committee.

10. Performance assessment

- (a) The Competition Committee shall assess its effectiveness and report on this to the Commission on an annual basis.
- (b) The performance of any Sub-Committee or Working Groups that are established by the Competition Committee will be reported to the Commission on an annual basis.